



Internal Audit Report

Redmire Parish Council

Period Audited: April 2023-March 2024

YEAR 23/24

Objective (Automated)	QUESTIONS	Answer	Recommendations
Proper Bookkeeping	What systems are used - ieScribe/Rialtas/Edge/Excel/Quickbooks etc	Excel	
Proper Bookkeeping	Is cashbook maintained and up to date?	Yes, maintained regularly and kept up to date.	
Proper Bookkeeping	Is cashbook arithmetically correct?	Yes.	
Proper Bookkeeping	Is the cashbook regularly balanced?	Yes. Monthly.	
Proper Bookkeeping	What basis are the accounts made up on - cash or accruals?	Cash	
A) Standing Orders and Financial Regulations adopted and applied; AND	Has the council formally adopted standing orders and financial regulations?	Yes adopted in May 2023.	
B) Payment Controls			
A) Standing Orders and Financial Regulations adopted and applied; AND	Has a Responsible financial officer been appointed with specific duties?	Yes	
B) Payment Controls			
A) Standing Orders and Financial Regulations adopted and applied; AND	Have items or services above the de minimus amount been competitively purchased?	Yes	
B) Payment Controls			

A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes. A sample of invoices has been selected and checked against cashbook, statements and minutes. A good audit trail is evident.	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has VAT on payments been identified, recorded and reclaimed?	Yes. A quarterly VAT 126 has been submitted to HMRC. All claims are up to date at the year end.	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Does the Council have General Power of Competence?	Yes. Resolved (Minute no 23.65 on 16th May 2023) that the Council continues to meet GPOC eligibility criteria.	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Is s137 expenditure separately recorded and within statutory limits?	n/a - General Power of Competence	
Risk Management Arrangements	Does a review of the minutes identify any unusual financial activity?	No	
Risk Management Arrangements	Do minutes record the council carrying out an annual risk assessment?	The Council's Annual Risk Assessment is available on the website. The last review date recorded was March 2016.	It is recommended that the Risk Assessment is reviewed and readopted at each Annual Meeting of the Council.
Risk Management Arrangements	Is insurance cover appropriate and adequate?	Yes	
Risk Management Arrangements	Are internal financial controls documented and regularly reviewed?	Monthly finance report to Council and Internal Controls are reviewed on an annual basis at the Annual Meeting.	
Risk Management Arrangements	(Burial Authorities only) Is the Council aware of the Ministry of Justice guidance on "Managing the Safety of Burial Ground Memorials"	n/a	
Burial Authority	Has a sample of burials and interments been tested and the relevant paperwork and payments found to be in place?	n/a	
Budgetary Controls	Has the council prepared an annual budget in support of its precept?	Yes.	
Budgetary Controls	Is actual expenditure against the budget regularly reported to the council?	Yes. Net position is presented alongside the bank statements to council at meeting.	
Budgetary Controls	Are there any significant unexplained variances from budget?	No, all variances satisfactorily explained.	
Income Controls	Is income properly recorded and promptly banked?	Yes	
Income Controls	Does the precept recorded agree to the Council Tax authority's notification?	Yes	
Income Controls	Are security controls over cash and near-cash adequate and effective?	No cash held.	

Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	No cash held.	
Petty Cash Procedures	Is petty cash expenditure reported to each council meeting?	No cash held.	
Petty Cash Procedures	Is petty cash reimbursement carried out regularly?	No cash held.	
Payroll Controls	Do all employees have contracts of employment with clear terms and conditions?	Yes	
Payroll Controls	Do salaries paid agree with those approved by the council?	Yes	
Payroll Controls	Are other payments to employees reasonable and approved by the council?	Yes	
Payroll Controls	Have PAYE/NIC been properly operated by the council as an employer?	Yes	
Asset Control	Does the council maintain a register of all material assets owned or in its care?	Yes	
Asset Control	Are the assets and Investments registers up to date?	Yes	
Asset Control	Do asset insurance valuations agree with those in the asset register?	Yes	
Bank Reconciliation	Is there a bank reconciliation for each account?	Yes	
Bank Reconciliation	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes	
Bank Reconciliation	Are there any unexplained balancing entries in any reconciliation?	No	
Bank Reconciliation	Is the value of investments held summarised on the reconciliation?	Yes	
Year End Procedures	Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes. Receipts and Payments.	
Year End Procedures	Do accounts agree with the cashbook?	Yes.	
Year End Procedures	Is there an audit trail from underlying financial records to the accounts?	Yes. A sample of invoices has been selected and checked against cashbook, statements and minutes. A good audit trail is evident.	
Year End Procedures	Where appropriate, have debtors and creditors been properly recorded?	n/a	
Market Authority	Is the Council are Market Authority and if so please provide a list of regular market traders so we can check their contracts & a rate card for contracted and casual traders	n/a	
Facilities	Do you manage any facilities, what systems do you use to record bookings and payments?	n/a	
Other Issues	Is the Council registered with the Information Commissioner? If so what is the Reference Number and what is the date of expiry	Yes	
Other Issues	What arrangements does the Council have for the back up of computer files?	Cloud storage	
Other Issues	Does the Council have responsibility for any Trust Funds or Charities? If so, are they independently examined?	n/a	
Other Issues	Any other issues that are worthy of reporting.	AGAR - must submit an explanation to the External Auditor to explain why the Council's precept has increased by 53.89%.	An explanation must be provided to explain the 53.89% increase in precept.

			The Joint Panel on Accountability & Governance (JPAG) sets out guidelines for this which are applicable from 1st April 2024 onwards: “All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, ‘ourparishcouncil.gov.uk’ with email addresses linked to that domain. ”
Other Issues	Any other issues that are worthy of reporting.	Website & email address domain names:	
Other Issues 0	Any other issues that are worthy of reporting.		