

Swinbrook & Widford Parish Council Account Internal Audit 2021 /22

Ref	Requirement	Test	Response	Action
A	Appropriate accounting records have been properly kept throughout the financial year.	Enquiry: have you maintained up to date GL & accounts through the year, on a receipts & payments basis. Review: general ledger and accounts for reporting year and note any issues	Confirmed	None
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	Enquiry: has the PC complied with its financial regulations during the year, including ensuring that payments are supported by invoices, all expenditure is approved in advance - by meeting or Email (and ratified in arrears in the minutes) - and VAT is correctly recorded Enquiry: when did the Council last review its Financial Regulations & Model Standing Orders? Review: material expenses - accounting for 80%+ of total expenditure to the year and vouch to invoices and minutes of approval Enquiry & review: How do you track VAT recoverables? Review evidence & computation of VAT recoverables Enquiry: When did you last reclaim VAT?	Yes and validated with selection of several payments receipts. May 16th 2022 Minutes and notice evidence Yes done and evidenced Reviewed VAT list and total of £85.38 is due to be reclaimed reviewed and confirmed 2021	None
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Enquiry: How has the Council assessed the significant risks to achieving its objectives and the adequacy of the arrangements to manage these? When? How is this documented? Enquiry: has the Council got Council Insurance in place covering liability and property? How do you ensure this cover is adequate?	Reviewed Risk Log May 16th its current and up to date. Yes with BHIB and Inv paid.	
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Enquiry: please describe & evidence the process for setting, reviewing & approving budgets Enquiry: please describe & evidence your process for monitoring vs budgets on ongoing basis Enquiry: please describe your process for ensuring reserves are appropriate & adequate Review: level of reserves	Evidenced through Paris Council meetings and first instance of budget/forecast. Variance to budget and forecast now in play. Variance to budget and forecast now in play. Variance to budget and forecast now in play.	
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Enquiry: has all expected income been fully received and promptly banked - including allotment rents? Review: general ledger to ensure precept rec'd in line with precept request (note: transferred directly to bank account) Review: general ledger / bank statements to ensure allotment rents promptly banked VAT: Covered above	Yes and well evidenced Yes evidenced N/A	
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	N/A	
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Review: Vouch salary payment per GL to minute of Council approval	Evidenced	

		Review: PAYE per GL to ensure appropriately applied (at 20%)	Evidenced
		NI: N/A	
H	Asset and investments registers were complete and accurate and properly maintained.	Enquire: what is your process for reviewing the asset register. When was it last reviewed? Review: asset register	Yes evidenced and upto date and reviewed at 16th May meeting Yes
I	Periodic bank account reconciliations were properly carried out during the year.	Enquire: how frequently did you reconcile the bank account during the year? Review: the year end bank rec, vouching balances and o/s items to the GL / Accounts and bank statement. Ensure o/s rec items < 6 months old.	Every time there is a statement, less so as TSB only provide statements when there is a transaction. No o/s items
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded	Enquire: how frequently have you prepared and issued formal accounting statements during the year? Enquire: how have these agreed to the underlying records Review: the year end accounts & AGAR and ensure appropriately and accurately compiled from the underlying accounting records (and prior year accounts for PY comparatives). Check arithmetic.	Confirmed these are circulated to each councillor ahead of PC meetings and are reviewed at each meeting Cashbook which details all underlying records Yes
K	If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>	Review: Prior year income & expenditure and confirm less than £25k	Yes less than 25K
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	Review: PC website to ensure accessible & updated in line with Transparency Code for 2020/21, specifically the following: all items of expenditure above £100 end of year accounts (annually) annual governance statement (annually) internal audit report (annually) list of councillor or member responsibilities (annually) the details of public land and building assets (annually) minutes, agendas and meeting papers of formal meetings (minutes within a month of the meeting and agendas no later than 3 days prior to the meeting date)	Confirmed Confirmed Confirmed Confirmed Confirmed Yes reviewed website Yes reviewed and agreed
M	The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	Enquire: how did the PC comply with the exercise of public rights & the notice period	Checked website and was present

N The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes)	Review: the PC website and ensure the following are covered: • Certificate of Exemption, page 3 • Internal Audit Report 2021/22, page 4 • Section 1 – Annual Governance Statement 2021/22, page 5 • Section 2 – Accounting Statements 2021/22, page 6 • Analysis of variances • Bank reconciliation • Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.	All reviewed and evidenced.
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