

Swinbrook & Widford Parish Council Account Internal Audit 2024 /25

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	Yes when an invoice is received it is entered into the GL. Then it is approved for payment at the next PC meeting.	No Action needed ..invoices tally with Cheque Book and Statements None noted
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 it 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?	All payments are supported by invoices and approval for payment is requested at the PC meetings ahead of payment. These were last reviewed at the meeting held on the 17th May 2023 VAT is tracked in the PC accounts Workbook in tab 2. VAT Reclaims as well as in the general ledger VAT reclaimed for 2023-2024 submitted 9th April 2025.	All clearly documented and evidenced in the minutes. Noted Noted Noted Noted
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?	This is reviewed on an annual basis and was last reviewed at the PC meeting held on the 22nd April 2024. The next review is due at our meeting in June 2025 Yes with Zurich and has been renewed with Zurich for another year.	 Noted and see chq for same.
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	The Parish Council undertakes an annual setting and approving of the budget which is evidenced in the minutes based on the Parish Councils priorities. Variance to budget and forecast now in play. The PC accounts is sent to all PC members ahead of meetings and reviewed at meeting. The Parish Council review the reserves ahead of setting the precept which is done annually. Currently the reserves are 2 x Precept, which is where they should be. Reserves are currently sitting at 2 x Precept.	Noted Noted and budget and forecast seem aligned, seen as one in the same. Noted Noted
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 listed in the General Ledger of the PC accounts N/A	Noted Yes Yes
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 Review: PAYE per GL to ensure appropriately applied (at 40%) NI: N/A	 N/A	Noted
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	The Asset register is reviewed annually with the Parish Council and minuted. When a new asset has been purchased by the PC this is up dated in the Asset Register along with the cost. This file is then uploaded to the website. The last review of the Asset Register was completed our PC meeting on the 22nd April 2024, however the updated list is available on the PC website.	Noted

I	Periodic bank account reconciliations were properly carried out during the year.	Enquire: how frequently did you reconcile the bank account during the year?	This is completed at each meeting held according to the latest bank statement. The last time this was reconciled was at the meeting held on the 7th January 2025 with the final reconciliation for year end 31st March 2023 taking place at our meeting on the 14th April 2024.	Noted
		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.		Noted
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?	These are circulated to each councillor ahead of PC meetings and are reviewed at each meeting. They are also added to the agenda and minuted.	Noted
		Enquire: how have these agreed to the underlying records	Cashbook which details all underlying records	Noted
		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.		Noted
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		Agreed
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:		Noted
		all items of expenditure above £100		Noted
		end of year accounts (annually)		Noted
		annual governance statement (annually)		Noted
		internal audit report (annually)		Noted
		list of councillor or member responsibilities (annually)		Noted
		the details of public land and building assets (annually)		Noted
		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)		Noted
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	These were updated on the Parish Council Website and published on the Village Notice board.	Noted
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 2023/24, page 4 • Section 1 – Annual Governance Statement 2023/24, page 5 • Section 2 – Accounting Statements 2023/24, 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.		Noted

Signed:



Date: 30th May 2025

