**South Walsham Parish Council Internal Audit**

**Checklist 2022/23**

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| **Name of Council** | South Walsham | **Name of Clerk:** | Aileen Beck |
| **No. of councillors** | **7** | **Name of RFO** | Aileen Beck |
| **Quorum** | **3** | **Precept** | £22,031 |
| **Electorate** |  | **Gross budgeted income** | £22,031 |

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| **1. Book Keeping** | | | |
| 1.1. Ledger maintained and up to date? | Yes |  |  |
| 1.2. Arithmetic correct? | Yes |  |  |
| 1.3. Evidence of Internal Control? | Yes |  |  |
| 1.4. VAT evidence, recording and reclaimed? | Yes |  |  |
| 1.5. Payments in ledger supported by invoices, authorised and minuted? (see schedule) | Yes |  |  |
| 1.6. S137 separately recorded and within limits? |  |  | GPOC in place |
| 1.7. S137 expenditure of direct benefit to electorate? | N/A |  |  |

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| **2. Due Process** | | | |
| 2.1. Standing Orders adopted since 2013? | Yes |  |  |
| 2.2. Standing Orders reviewed during year? | Yes |  |  |
| 2.3. Financial Regulations adopted? | Yes |  |  |
| 2.4. FRs properly tailored to council? | Yes |  |  |
| 2.5. Equal Opportunities policy adopted? | Yes |  |  |
| 2.6. Adequate internal controls for payments? | Yes |  |  |
| 2.7. List of member interests held? | Yes |  |  |
| 2.8. Agendas signed, informative and displayed with 3 clear days notice? | Yes |  |  |
| 2.9. Purchase orders raised for all expenditure? |  |  | Not Required |
| 2.10. Purchasing authority defined in FRs? | Yes |  |  |

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| **3. Risk Management** | | | |
| 3.1. Does scan of minutes reveal any unusual activity? |  | No |  |
| 3.2. Annual risk assessment carried out? | Yes |  |  |
| 3.3. Insurance cover appropriate and adequate? | Yes |  | Three-year contract in place |
| 3.4. Evidence of annual insurance review? | Yes |  |  |
| 3.5. Internal financial controls documented and evidenced? | Yes |  |  |
| 3.6. Minutes initialled, each page identified and overall signed? | Yes |  |  |
| 3.7. Regular reporting and minuting of bank balance? | Yes |  |  |

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| **4. Budget** | | | |
| 4.1. Annual budget to support precept? | Yes |  | Could be added to website |
| 4.2. Has budget been discussed and adopted by council? | Yes |  |  |
| 4.3. Any reserves earmarked? | Yes |  |  |
| 4.4. Any unexplained variances from budget? |  | No |  |
| 4.5. Precept demand correctly minuted? | Yes |  |  |

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| **5. Payroll – Clerk** | | | |
| 5.1. Contract of employment? | Yes |  |  |
| 5.2. Tax code issued / contracted out? | Yes |  |  |
| 5.3. PAYE / NI evidence? | Yes |  |  |
| 5.4. Has council approved salary paid? | Yes |  |  |

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| **6. Asset Control** | | | |
| 6.1. Does council keep a register of all material assets owned? | Yes |  |  |
| 6.2. Is asset register up to date? | Yes |  |  |
| 6.3. Value of individual assets included? | Yes |  |  |
| 6.4. Inspected for risk and up to date inspection records exist | Yes |  |  |
| 6.5 Record of deeds, articles and land register references available? |  |  | In hand |

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| **7. Bank Reconciliations** | | | |
| 7.1. Is there a bank reconciliation for each account? | Yes |  |  |
| 7.2. Reconciliation carried out on receipt of statement? | Yes |  |  |
| 7.3 Any unexplained balancing entries in any reconciliation? |  | No |  |

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| **8. Year End Procedures** | | | |
| 8.1. Year end accounts prepared on correct accounting basis? | Yes |  |  |
| 8.2. Bank statements and ledger reconcile? | Yes |  |  |
| 8.3. Underlying financial trail from records to presented accounts? | Yes |  |  |
| 8.4. Where appropriate, debtors and creditors properly recorded? |  | N/A |  |
| 8.5 Has Council agreed, signed and minuted sections 1 & 2 of the annual return? |  |  | Next Meeting |

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| **9. Miscellaneous** | | | |
| 9.1. Have points raised at the last audit been addressed? | Yes |  |  |
| 9.2. Has the council adopted a Code of Conduct since July 2012 | Yes |  |  |
| 9.3. Is eligibility for General Power of Competence properly evidenced? | Yes |  | Clerk has obtained CiLCA  GPOC remains from previous clerk |
| 9.4. Are all electronic files backed up? | NK |  |  |
| 9.5. Do arrangements for public inspection of council’s records exist? | Yes |  |  |
| 9.6. Arrangements for GDPR in Hand | Yes |  |  |
| 9.7. Transparency Requirements in place |  |  | See next section |

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| **10. Transparency Code** | | | |
| 10.1. All items of expenditure as required published by 1st July?? | Yes |  | In Minutes |
| 10.2. End of year accounts published by 1st July |  |  | First year under Transparency code regulations |
| 10.3. Annual Governance Statement published by 1st July |  |  | First year under Transparency code regulations |
| 10.4. Internal Audit report published by 1st July? |  |  | First year under Transparency code regulations |
| 10.5. Councillor responsibilities published by 1st July? |  |  | First year under Transparency code regulations |
| 11.6. Asset register published by 1st July? |  |  | First year under Transparency code regulations |
| 11.7. Agendas and meeting papers published within 3 clear days? | Yes |  | Agenda published, not meeting papers will do so in future |
| 11.8 (Draft) Minutes published within one month of the meeting? | Yes |  |  |

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| **Annual Return** | | |
| Part Completed | **Year ending**  **31 March 2022** | **Year ending**  **31 March 2023** |
| 1. Balances brought forward | 60,130 | 58,106 |
| 2. Annual precept | 20,028 | 22,031 |
| 3. Total other receipts | 7,540 | 2,221 |
| 4. Staff costs | 8,760 | 9,914 |
| 5. Loan interest/capital repayments | 0 | 0 |
| 6. Total other payments | 20,832 | 14,593 |
| 7. Balances carried forward | 58,106 | 57,815 |
| 8. Total cash and investments | 58,106 | 57,815 |
| 9. Total fixed assets and long term assets | 69,506 | 69,506 |
| 10. Total borrowings | 0 | 0 |

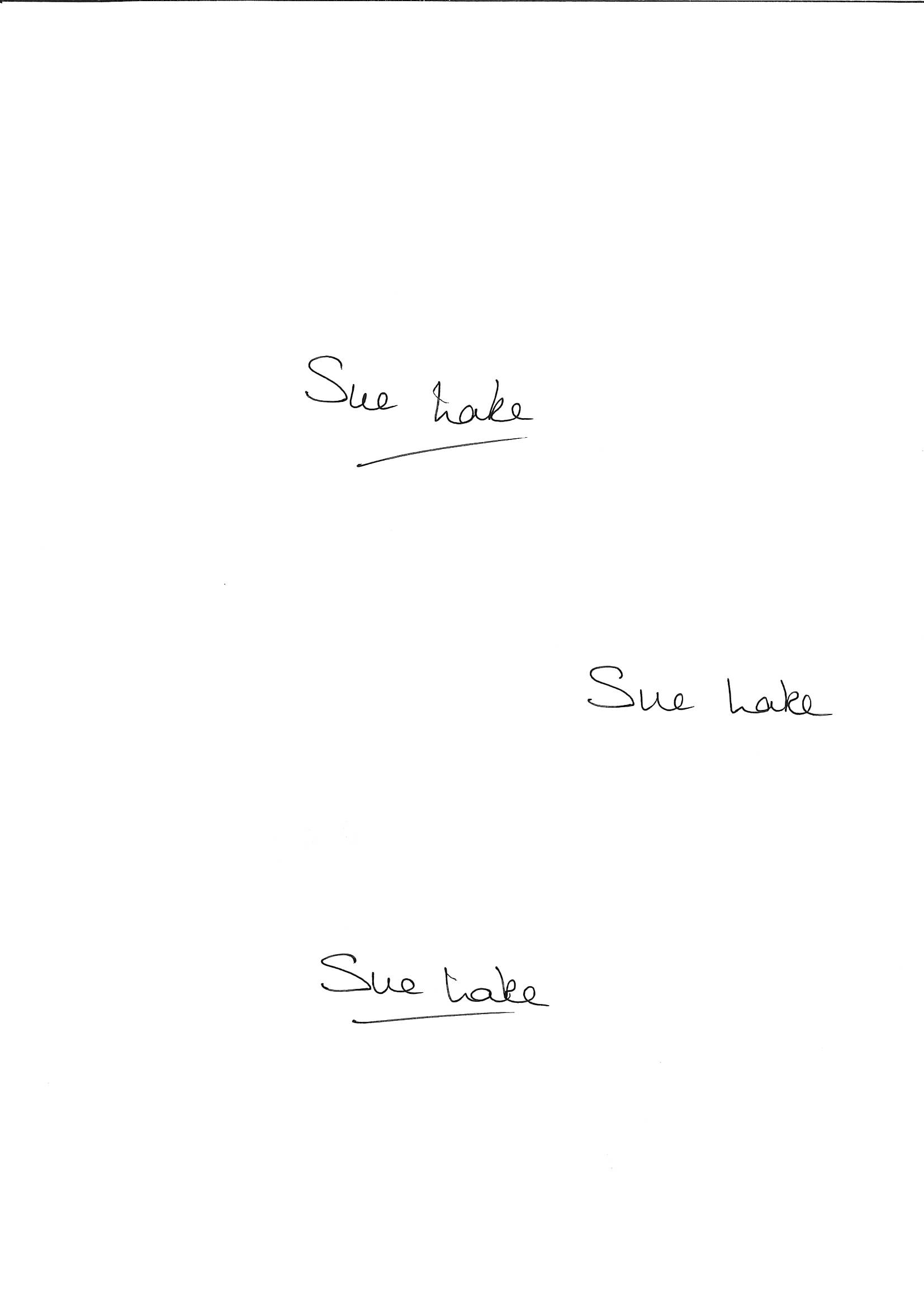
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| **Internal audit carried out by** | **S Lake** | **S Lake** |
| Audit type (delete as appropriate) | Annual | Annual |
| Date 8TH May 2023 |  |  |

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| For auditor’s use only | |
| Annual Return Form completed and signed | 8th May 2023 |
| Report/letter sent to council | 11TH May 2023 |

**Recommendations**

Following the Internal Audit for South Walsham Parish Council I would like to make the following recommendation

* Some items on the website are out-of-date
* If not already done so suggest backing up records either to the cloud or a second memory stick
* New method of placing minutes on website is an improvement
* Noted council is under £25,000 this year and subject to transparency rules. Suggest that as council is likely to fluctuate between under and over £25,000 to operate transparency rules on a permanent basis. Although not required for over £25,000 this is good practice
* All records presented in excellent order



8TH May 2022