



Internal Audit Report.

This audit report is to read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return.

Council:	Hundleby Parish Council
Internal Auditor:	Carl Thomas
Year Ending:	31/03/2024
Date of Report	21 st May 2024

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

I have completed a thorough audit of Hundleby Parish Council primarily limited to systems and procedures and financial balancing. I have not undertaken an indepth audit of the accounts but would be happy to do so if required.

From what I have seen I do not consider that such an audit is necessary.

PREVIOUS AUDIT

I have reviewed the previous years audit report and there were no matters arising or recommendations.

GOVERNANCE

Appropriate policies are in place and it was noted and regularly reviewed.

TRANSPARENCY

All requirements of the Transparency Act are being applied.

ACCOUNTING

Scribe is used for accounting matters and no matters of concern.

VAT reclaims are made and up to date.

DUE PROCESS

Agenda's correct and available.

Minutes correct and available.

List of Members Interests available.

Fixed assets have been reviewed.

RISK MANAGEMENT

The only concern raised through the minutes is that a co-option took place in closed session. All co-options should be undertaken in the council open session.

Insurance has been reviewed and appropriate.

A new clerk is in post and since his appointment the minutes don't cross reference to the payment schedule and bank balances don't appear to be reported to Council. Clerk is aware and appropriate action taken.

Section 137 payments have been made and reported correctly.

The Clerk operates a backup system for files which is appropriate.

BUDGET

Appropriate budget process completed in setting the precept.

The only matter which arose was that the budget doesn't reflect expected income so appears to be a negative budget with reserves being used each year which is not the case.

Reserves adequate.

PAYROLL

No areas of concern.

ASSET CONTROL

Asset register has been reviewed.

BANK RECONCILIATIONS

Within the accounting records there appears to be appropriate bank reconciliation although this has not been cross referenced to a bank statement. Bank reconciliations are not provided at each meeting.

YEAR END PROCEDURES

No areas of concern.

Annual return correctly signed and submitted in previous year.

Notice of Public Rights correctly recorded.

SUMMARY

The Council is well governed with minor areas of concern which is following the appointment of a new, inexperienced Clerk. Appropriate advice has been given and action taken.

As such the only recommendation I would make is to review to ensure minutes reflect the appropriate schedule of payments and bank balances are reported to meetings.

I would also like to thank the Clerk his co-operation and prompt attention in conducting this audit.

Carl Thomas

21st May 2024