

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for Wroxham Parish Council – 2022/2023

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £170,361.26 Expenditure: £83,304.87 EMR: £97,269.00 Gen Reserves: £40,916.04

AGAR 2022 / 2023 Completion:

Section One: **Yes unsigned**

Section Two: **Yes unsigned**

Annual Internal Audit Report 2022 / 23: **Yes**

Certificate of Exemption: **Not applicable**

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

The Council hold the General Power of Competence and LGAs137 does not apply.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: **Yes**

Reviewed: **2nd March 2023 (Ref: 9.2)**

Financial Regulations in place: **Yes**

Reviewed: **Financial Committee meeting on 27th September 2022 (Ref: 14).**

VAT reclaimed during the year: **Yes**

Registered: **No**

General Power of Competence: **Yes**

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes

Data Protection registration: Yes – Z2191726 Expiry 22/02/2024

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: Yes

Insurance was in place for the year of audit. The Risk Assessment was reviewed at a meeting held on 2nd February 2023 (Ref: 9.2). Internal Controls were reviewed at a Finance Committee meeting held on 26th July 2022 (Ref: 11)

The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

The annual play area inspection has been undertaken during the year as per the meeting of 7th July 2022 (Ref: 5.2).

Fidelity Cover: £250,000

The level of Fidelity cover is within the recommended guidelines of year-end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: **No**

Website: www.wroxhamparishcouncil.org

The Council is not subject to the requirements of the Transparency Code for smaller Councils.

Under **The Accounts & Audit Regulations 2015 13(1a&b)** councils must publish on their website:

Statement of Accounts, External Audit report and Annual Governance statement.

2022 Annual Return, Section One Published – Yes

2022 Annual Return, Section Two Published – Yes

2022 Annual Return, Section Three Published – Yes

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** a council is required to display AGAR's for the five years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 on their website. Please be advised that this should be part of your AGAR publication requirements.

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes

Period of Exercise of Public Rights

Start Date 14th June 2022

End Date 25th July 2022

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: Not minuted (2022 / 2023) Date: 2nd December 2021 (Ref: 8.3)

Precept: Not minuted (2023 / 2024) Date: 1st December 2022 (Ref: 9.2)

Good budgetary procedures are in place. The precept was agreed in full council but the amount of precept has not been minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls	<p>Precept and other income, including credit control mechanisms</p> <p><i>All were found to be in order. Income controls were checked and income received and banked cross-referenced with the Cash Book and bank statements. An amount of £300, incorrectly received from NCC on 13/06/2022, was repaid on 09/09/2022.</i></p>						
Petty Cash	<p>Associated books and established system in place</p> <p><i>A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.</i></p>						
Payroll controls	<p>PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment</p> <p>PAYE System in place: Yes - Moneysoft Employer PAYE Reference: 531/BZ53920 P60's issued: Yes</p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. All supporting paperwork is in place and a P60 has been produced as part of the year-end process. The Council has joined the LGPS pension scheme.</i></p> <p><i>It is noted that the Council undertook a review of salaries at a meeting held on 2nd March 2023 (Ref: 9.3).</i></p>						
Asset control	<p>Inspection of asset register and checks on existence of assets Cross-checking on insurance cover</p> <p><i>A separate asset register is in place. Values are recorded at cost value. The total value of assets is recorded at £386,444. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.</i></p>						
Bank Reconciliation	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end-of-year accounts and bank reconciliations for all accounts.</i></p> <p><i>Reconciled Bank Balances were confirmed as:</i></p> <table border="0"> <tr> <td><i>Barclays Community</i></td> <td style="text-align: right;"><i>£108,185.04</i></td> </tr> <tr> <td><i>Barclays Business</i></td> <td style="text-align: right;"><i>£ 0.00</i></td> </tr> <tr> <td><i>Lloyds Treasurer</i></td> <td style="text-align: right;"><i>£ 30,000.00</i></td> </tr> </table>	<i>Barclays Community</i>	<i>£108,185.04</i>	<i>Barclays Business</i>	<i>£ 0.00</i>	<i>Lloyds Treasurer</i>	<i>£ 30,000.00</i>
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Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves (£40,916) and have identified earmarked reserves (£97,269) in their year-end accounts.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End-of-year accounts is prepared on a Receipts & Payments basis.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2022 Internal Audit report was considered by the Council at a meeting held on 9th June 2022 (Ref: 11.2)

A review of the effectiveness of the Internal Audit was carried out at the Finance Committee meeting on 21st March 2023 (Ref: 7b).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on at the Finance Committee meeting on 21st March 2023 (Ref: 7b).

External Audit

The Council formally approved the 2022 AGAR at a meeting of the full Council held on 9th June 2022 (Ref: 11.2)

The External Auditor's report was considered at a Finance Committee meeting held on 27th September 2022 (Ref: 8)

The following matters were brought to the attention of the Council:

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Section 2, Box 4 incorrectly includes items which are not staff costs as defined in the Joint Panel on Accountability and Governance Practitioners' Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.) and items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority are not staff costs for the purpose of completion of the AGAR in accordance with proper practice. The figures in Section 2, Boxes 4 and 6 should read £31,439 and £44,743 (respectively).

Additional Comments/Recommendations

- The Annual Parish meeting was held on 5th May 2022. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work and for the quality of documentation presented in the Audit File.

Dave Crimmin

Dave Crimmin PSLCC
Heelis & Lodge
23rd May 2023

HEELIS&LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

INVOICE

To:

Wroxham Parish Council
3 Woodside
School Lane
Butcher's Common
Neatishead
NR12 8XH

Invoice No: HLD2231
Date: 23rd May 2023

Details	Quantity	Amount (£)	Total (£)
To carry out Year-end Internal Audit for Wroxham Parish Council for the year ended 31 March 2023.	1	280.00	280.00
Pick-up and return courier service	2	20.00	40.00
Total			320.00

Please make cheques payable to: Heelis & Lodge

Bank Details: Account 02539349 Sort Code 72-00-00

Terms – 14 days

Thank you.

HEELIS&LODGE

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