

# HEELIS&LODGE

## Local Council Services • Internal Audit

### **Internal Audit Report for Wroxham Parish Council – 2023/2024**

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

Income: £88,737.79    Expenditure: £91,904.16    Ear Reserves: £88,415.83    Reserves: £46,602.84

#### AGAR 2023 / 2024 Completion:

Section One: [Yes - unsigned](#)

Section Two: [Yes - unsigned](#)

Annual Internal Audit Report 2023 / 24: [Yes](#)

Certificate of Exemption: [No](#)

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

*All were found to be in order. S137 and VAT payments are tracked and identified within the year-end accounts.*

*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: [7<sup>th</sup> March 2024 \(Ref: 16.1\).](#)

Financial Regulations in place: [Yes](#)

Reviewed: [Finance Committee held on 26<sup>th</sup> September 2023 \(Ref: 10a\).](#)

VAT reclaimed during the year: [Yes](#)

Registered: [No](#)

General Power of Competence: [No](#)

*There were no tenders during the year that exceeded the £30,000 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 22/02/2025

### **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 of the Finance Committee held on 26<sup>th</sup> September 2023 (Ref: 10b). Internal Controls were reviewed at a meeting of the Finance Committee held on 26<sup>th</sup> September 2023 (Ref: 10d).*

*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 meeting on 6<sup>th</sup> July 2023 (Ref: 11.1).*

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](http://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.  
*2023 Annual Return, Section One Published – Yes*  
*2023 Annual Return, Section Two Published – Yes*  
*2023 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 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website. The council has complied with this requirement.

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

Published 8<sup>th</sup> June 2023 Start Date 14<sup>th</sup> June 2023 End Date 26<sup>th</sup> July 2023

## Budgetary controls

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

Precept: £????? (2023 / 2024) Date: 1<sup>st</sup> December 2022 (Ref: 8.3)  
Precept: 5% increase (2024 / 2025) Date: 7<sup>th</sup> September 2023 (Ref: 9.4)

*Good budgetary procedures are in place. The precept was agreed in full council and the precept decision, **but not the amount**, has 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.*

<b>Income controls</b>	<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.</i></p>
<b>Petty Cash</b>	<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>
<b>Payroll controls</b>	<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: <b>Yes – LGS Services</b>  Employer PAYE Reference: 531/BZ53920  P60's issued: Yes</p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and a P60 has been produced as part of the year-end process. The Council have 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 21<sup>st</sup> November 2023 (Ref:L 11).</i></p>
<b>Asset control</b>	<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 £390,187. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.</i></p> <p><i>The Asset Register was reviewed on the 7<sup>th</sup> March 2024 (Ref: 9.2).</i></p>

**Bank Reconciliation** Regularly completed and cash books reconcile with bank statements

*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.*

*Reconciled Bank Balances as at 31<sup>st</sup> March 2024 were confirmed as:*

<i>Barclays Current</i>	<i>£ 0.00</i>
<i>Lloyds Current</i>	<i>£ 0.00</i>
<i>Unity Current</i>	<i>£ 3,245.67</i>
<i>Unity Instant</i>	<i>£33,291.11</i>
<i>CCLA</i>	<i>£88,481.89</i>
<i>Redwood Bank</i>	<i>£10,000.00</i>

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

*The Council have adequate general reserves (£48,602.84) and have identified earmarked reserves (£88,415.83) 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 2023 Internal Audit report was considered by the Council at a meeting held on 8<sup>th</sup> June 2023 (Ref: 9.4.2).*

*Heelis & Lodge were appointed as Internal Auditor at a Finance Committee meeting held on 19<sup>th</sup> March 2024 (Ref: 7b).*

## External Audit

*The Council formally approved the 2023 AGAR at a meeting of the full Council held on 8<sup>th</sup> June 2023 (Ref: 9.4.3 & 4).*

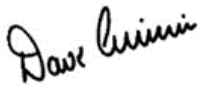
*The External Auditor's report was considered at a meeting held on 7<sup>th</sup> September 2023 (ref: 9.2).*

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

We note that Section 2, Box 11 (a) in respect of trust funds has been answered 'Yes'. The smaller authority has confirmed that it does not act as sole managing trustee for trust funds, and thus the correct response should have been 'No'. The smaller authority should ensure the AGAR is fully completed in future.

## **Additional Comments/Recommendations**

- The Annual Parish Council meeting was held on 11<sup>th</sup> May 2023. 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 PSLCC**  
**Heelis & Lodge**  
9<sup>th</sup> May 2024

# HEELIS&LODGE

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[www.heelisandlodge.co.uk](http://www.heelisandlodge.co.uk)

## INVOICE

### To:

Wroxham Parish Council  
3 Woodside  
School Lane  
Neatishead  
Norfolk  
NR12 8XH

Invoice No: HLD2328

Date: 9<sup>th</sup> May 2024

Details	Quantity	Amount (£)	Total (£)
To carry out Year-end Internal Audit for Wroxham Parish Council for the year ended 31 March 2024.	1	260.00	260.00
Pick-up and return courier service	2	20.00	40.00
Total			300.00

**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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