

HANKELow PARISH COUNCIL

INTERNAL AUDIT REPORT – FINANCIAL YEAR 2022-23

The Internal Audit has been undertaken with reference to Section 4 of the Annual Return 2023 and appendix 9 of *Governance and Accountability for Local Councils*. The Clerk, Paula Cottrell, is thanked for her assistance with the audit. The opinion formed during the Internal Audit is based on the evidence provided at audit in the form of documents, accounts, receipts etc., in addition to consultation with the Clerk. No assumptions or speculation is made unless evidence is produced.

Area covered	Observations	Recommendations
Proper bookkeeping	<ul style="list-style-type: none">• Accounts are maintained on a spreadsheet• Testing revealed no errors in the cashbook• Cashbook is maintained on an ongoing basis	
Standing orders Financial regulations Payment controls	<ul style="list-style-type: none">• The council has formally adopted financial regulations and standing orders.• Testing revealed that the annual insurance renewal was overpaid by £50. We understand this has been followed up with the broker.• A VAT return is not yet due.	
Risk management	<ul style="list-style-type: none">• A review of minutes has not identified any unusual activity.• The Council undertook an annual risk assessment in May 2022• Public liability insurance seems adequate	

	<ul style="list-style-type: none"> The Council has adopted a set of Financial Regulations and these were reviewed in 2019. 	
Budgetary Controls	<ul style="list-style-type: none"> The Council prepares an annual budget and budget monitoring statements are presented to council meetings 	
Income Controls	<ul style="list-style-type: none"> All income is properly recorded 	
Petty cash procedures	<ul style="list-style-type: none"> Not applicable 	
Payroll Controls	<ul style="list-style-type: none"> The Clerk has an employment contract The Clerk's pay rise from 1 April 2022 was not reflected in the salary payments until October 2022 PAYE payment for Apr-Jun 2022 was missed but we understand this has now been settled. 	<ul style="list-style-type: none"> A cheque for net salary of £118.32 should be paid to the Clerk as soon as practicable
Assets controls	<ul style="list-style-type: none"> The Council maintains a register of assets. Insurance valuation broadly in line with the asset valuation. 	
Bank Reconciliation	<ul style="list-style-type: none"> Bank reconciliations have been undertaken with no unexplained balancing items. 	
Year-end procedures	<ul style="list-style-type: none"> Year end accounts produced on receipts and payments and testing agreed to cash book. 	
Transparency code	<ul style="list-style-type: none"> All required information has been disclosed online 	

