

**Yaxley Parish Council**

**Item FC17**

**Internal Audit 2022-23**

**Summary of work carried out, conclusions and recommendations**

Internal control objective	Work carried out	Conclusions	Recommendations
<b>A</b> Appropriate accounting records have been kept properly throughout the financial year.	We have reviewed the accounting system and have checked that information is recorded accurately and promptly.	Appropriate accounting records have been maintained throughout the year.	None – the system is working as required.
			<i>Council Response:</i>
<b>B</b> The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	We have tested a selection of transactions and agreed these to supporting documents. We have checked the treatment of VAT.	The Financial Regulations have been considered during the year and are being followed. There is adequate evidence to support expenditure and VAT is treated correctly.	None - the system is working as required.
			<i>Council Response:</i>
<b>C</b> The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	We have reviewed the Risk Register and given consideration as to whether all significant risks have been identified, correctly assessed and appropriate actions taken to mitigate the risk.	The Risk Register is comprehensive covering all areas of activity for the Council. Risks have been adequately assessed and those deemed significant have been actioned during the year. These are continually reviewed and updated as necessary	None – risks are being adequately assessed and actioned as necessary.
			<i>Council Response:</i>

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<b>D</b> The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	We have considered how the Council monitor actual income and expenditure against budgeted figures. We have reviewed the level of reserves held by the Council and how this has impacts upon budgeting for 2023/24.	There are reasonable explanations for the variances between actual and budget. We consider that the level of reserves are reasonable for a Council of this size and are reflected in the precept figure charged for 2023/24	None – the budgetary process is thorough and adequate.  <i>Council Response:</i>
<b>E</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	We have verified the precept due for the year and agreed its receipts into the bank. We have discussed with the officers of the Council the processes for recording and collecting income and we have tested this to the financial records.	Precept and other income has been recorded accurately and in line with expectations. All income sampled has been accounted for appropriately including VAT and has been agreed back to supporting documentation.	None – the system is working adequately.  <i>Council Response:</i>
<b>F</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	We have considered the level of petty cash held along with the level of transaction during the year.	The level of petty cash held is minimal. We see no reason for the Council to keep a large amount of cash on a permanent basis.	None – the system is working satisfactorily.  <i>Council Response:</i>
<b>G</b> Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	We have tested the payroll for a specific month for correct deductions and have considered variances on gross salaries across the year. We also verified the payments of net salaries and	Payroll is operated in a satisfactory manner. Deductions are being correctly calculated and adequate explanation have been obtained for monthly variances.	None – the system is working satisfactorily.  <i>Council Response:</i>

	deductions were made by the required dates.		
Internal control objective	Work carried out	Conclusions	Recommendations
<b>H</b> Asset and investments registers were complete and accurate and properly maintained.	We have reviewed the asset register and additions and disposals are in line with the policies.	The asset register appears comprehensive and has been properly maintained. Significant movements in the year have been agreed to additions and disposals made.	None – the asset register is being properly maintained.  <i>Council Response:</i>
<b>I</b> Periodic and year-end bank account reconciliations were properly carried out.	We tested a selection of bank reconciliations throughout the year and at the financial year end.	Bank reconciliations are properly prepared and agree to supporting documentation.	None – the system is working as required.  <i>Council Response:</i>
<b>J</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	We have reviewed the accounting statements prepared for the year ended 31 March 2023 to ensure they have been prepared correctly on an income and expenditure basis and are adequately supported.	Accounting statements have been prepared on an income and expenditure basis. We are satisfied that there is an adequate audit trail from the accounting records to the accounting statements and to the Annual Return. We have checked that debtors and creditors are appropriate to the activities of the Council.	None – the system is working satisfactorily.  <i>Council Response:</i>

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<b>K</b> If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt.	We have confirmed the Council was subject to a limited assurance review in 2021/22.	The Council was not exempt from limited assurance review in 2021/22.	<p>None – Council was subject to limited assurance review as required in 2021/22.</p> <p><i>Council Response:</i></p>
<b>L</b> The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	<p>We have reviewed the Council's website to confirm it is meeting the requirements of the any relevant regulations.</p> <p>Please note this assertion has changed slightly from previous years.</p>	The Council omitted to publish the 2021 External Auditors Report on it's website. This has now been rectified but as this was after the 31 March 2023 it has not fully met the requirements in this respect. Our testing has found that the council is meeting its publishing requirements on a free to access website in all other respects.	<p>The Clerk has today (02/05/2023) updated the website with the 2021 External Auditor Report and has improved visibility by placing it within the finance section, following our suggestion to do so. There are no further recommendations.</p> <p><i>Council Response:</i> The External Auditors Report in May 2021 was received after the Agenda was published on the website and it was an oversight that it was not added later. Unfortunately, this was not picked up in last year's audit. The report is now available on the website and we are confident that we are meeting all our publishing requirements.</p>

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<p><b>M</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (<i>during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set</i>).</p>	<p>We have reviewed the notice announcing the public rights period for the summer of 2022 and have considered this along with Sections 1 and 2 of the 2021/22 AGAR. The date of the notice was before the AGAR was approved. We have obtained evidence that this notice has been published on the Council's website.</p>	<p>The Council fully met not its obligations to allow the public to inspect the financial records in line with the requirements of the Accounts and Audit Regulations. In as much as the announcement pre-dated the council's approval of the AGAR and this should be dated after the approval of the AGAR. In all other respects our testing finds that this assertion has been met.</p>	<p>Can the announcement be after the approval of the AGAR form by the Council to fully meet the obligations. Additional documentation has been provided to support/explain this recommendation.</p> <p><i>Council Response: We follow, to our best ability, the instructions sent to us by the External Auditor. On the document in question, in the how to complete section, there is no mention that the date of publication must be after the approval of the AGAR. Now that the internal auditor has advised us that it should be after the meeting, the date for this year's 2022-23 will now comply and will be dated 7 days after the meeting, in order, to give time to comply with the publication rules, due to part time staff. The fact that the date of the notification started prior to the meeting to approve the AGAR, in our opinion, has in no way affected any person, in their right</i></p>

			<i>to publicly inspect the unaudited published accounts or AGAR.</i>
<b>N</b> The authority has complied with the publication requirements for 2021/22 AGAR.	We have reviewed the documentation published by the Council in relation to the 2021/22 AGAR.	All necessary information has been published by the required dates, the Council has therefore met the publication requirements for the 2021/22 AGAR.	<div>None - The Council has met its publication requirements.</div> <div><i>Council Response:</i></div>
<b>O</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Not applicable	Not applicable	<div>None – Council is not a trustee.</div> <div><i>Council Response:</i></div>

#### Key

	We are satisfied that the requirements of the objective have been fully met.
	We have identified some minor issues preventing the requirements of the objective to be fully met or recommendations for where best or better practices could be considered.
	We have serious concerns that the requirements of the objective are not being met and attention is required as a matter of priority.