

Annual Internal Audit Report 2023/24

Cononley Parish Council

www.cononleypc.org.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. 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 (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

13.5.24

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

MARTINE MADDEN

Signature of person who carried out the internal audit

Madden

SIGNATURE REQUIRED

Date

13.5.24

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Internal audit Cononley Parish Council

1 message

martine brierley <brierleybaby@yahoo.co.uk>
To: cononleypc@gmail.com

13 May 2024 at 15:42

Hi Hannah, please find below the internal audit report for Cononley Parish Council. I have also attached the AGAR form I needed to fill in.

I am pleased to provide below my findings whilst carrying out the end of year internal audit, up to 31st March 2024, of the accounts for Cononley Parish Council.

I have received and checked the spreadsheets for both the current account and the instant access account, along with bank statements from the savings account, and found them all to be in order. I have also checked the end of year financial reports and conclude they are presented clearly and concisely.

I confirm I have checked the receipts and invoices provided and find these to be in order.

I have reviewed the explanation of variances form to find it answers any questions regarding any major differences in this years accounts, such as the precept, assets, and any other payments that have been made that differ significantly to the previous year. I also received an asset list for the council and confirm the list is clear and concise.

The precept and budget have been presented to me, along with evidence of the VAT return/claim.

I was immediately issued with a copy of the insurance document from Zurich insurance when I requested it to clarify a relevant insurance policy was in place for the councils needs.

I have attached a completed internal audit checklist to this report that has been signed and dated by myself. Box F has been marked 'not covered' as the council doesn't use petty cash. Box K has been marked 'not covered' as I believe it had a limited assurance review of its AGAR in 2022/23.

I suggest a sample of the minutes from the council meetings be available going forward, in order to better understand the information provided for the internal audit.

I can confirm I have received, reviewed and checked original documents in order to carry out the internal audit, and everything I requested was made available to me in a timely manner.

Regards, Martine Madden
Internal Auditor Cononley Parish Council
07815 061238

