

ANGMERING PARISH COUNCIL

INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2016

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2015/2016 has recently been completed. The audit included all financial transactions for the period 1 April 2015 to 31 March 2016 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

SCOPE

The audit included examination of the income and expenditure account for the year, detailed inspection of the trial balance and nominal ledger, review of bank statements and online payment authorisation sheets, review of supplier invoices, review of receipts, review of agendas and minutes of meetings, review of budgets, review of fixed asset register and insurance policy, review of payroll, and confirmation that bank reconciliations and reports are prepared regularly and reviewed at meetings of the Parish Council.

The Council accounts are prepared using SAGE.

FINDINGS

- 1) Points raised in the annual audit report for the year to 31 March 2015 had been actioned by the Parish Council.
- 2) The fixed asset register had been reviewed and updated. However, new items purchased in the year had not all been included on the asset register, or on the annual return (chairs £1999; iPads £4,550; village hall chairs £1,927.52) The BMX track cost £41,017 plus Vat, but is included on the asset register at a cost of £39,000
- 3) I noticed one error in relation to reclaiming of VAT – VAT had been recovered on the entire cost of a receipt from Co-Op, but some of the items purchased were zero rated – the amount over-claimed is not material, and no adjustment is considered to be necessary
- 4) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 5) The Parish Council Governance Framework (incorporating standing orders, financial regulations, risk management and internal controls) were reviewed and updated in the year. A final version is yet to be approved.
- 6) I reviewed the Parish Council website to confirm that the Transparency Code had been complied with

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position. The clerk is efficient and experienced, and as a result, the records are neat, accurate and well-ordered.

Rachel Hall (ACA)

3 May 2016