

INTERNAL AUDIT REPORT
FOR
THURLASTON PARISH COUNCIL
FOR THE FINANCIAL YEAR
2023 - 2024

Prepared by: Bill Robinson

Issued May 2024

Contents

		Page
1.	Statement of responsibility	2
2.	Detailed findings	3 -5
3.	Conclusion	6

Statement of Responsibility

The audit work I have undertaken was carried out based upon the Internal Audit Scope agreed with Thurlaston Parish Council

This report has been prepared solely for Thurlaston Parish Council's use and should not be quoted in whole or in part. No responsibility to any third party is accepted as the report has not been prepared, nor is intended, for any other purpose.

The matters raised in this report are only those which came to my attention during the course of the audit and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. The Parish Council should assess recommendations for improvements for their full impact on the Parish Council's budget, financial regulations, standing orders, risk assessments, and any other activities before they are implemented.

The responsibility for a sound system of internal control rests with the Parish Council and therefore audit work performed by the Internal Auditor should not be relied upon to identify all circumstances of fraud or irregularity should there be any, although these internal audit procedures are designed so that any material irregularity has a reasonable probability of discovery. Even sound systems of internal control may not be proof against collusive fraud. Internal audit procedures are designed to focus on areas that are considered to be of greatest risk and significance. Effective implementation of Internal Audit recommendations by the Internal Auditor to the Parish Council is important for the maintenance of a reliable internal control system.



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Thurlaston Parish Council Internal Audit

The Internal audit was carried out Friday 17th May 2024 with the Clerk/RFO of Thurlaston Parish Council.

Accurate book keeping

- Entries to the cashbook spreadsheet were checked and found to be up to date.
- Bank reconciliation – this was checked for the following accounts and found to be correct and reconciled at the 31 March 2024
- In addition an audit trail for the following cheques was checked across all Parish Council accounts, and the results noted below.

For financial year 1st April 2023 to 31st March 2024:-

Expenditure current account

Date	Payment	Minute ref.	Payee	Amount
Apr.23	BACS	15/5/23-8c	WCC	£165.31
Apr.23	BACS	15/5/23-8c	WALC	£161.00
Apr.23	BACS	15/5/23-8c	K.Boardman	£189.95
May.23	BACS	15/5/23-8c	W.Robinson	£140.00
Jul.23	BACS	17/7/23-7b	Krishna Ent.	£285.00
Jul.23	BACS	17/7/23-7b	M.Cook	£10.00
Jul.23	BACS	17/7/23-7b	N.Power	£190.09
Jul.23	BACS	17/7/23-7b	Vision ICT	£60.00
Sep.23	BACS	11/9/23-7b	BHIB	£619.68
Sep.23	BACS	11/9/23-7b	S.Jacques	£92.98
Nov.23	BACS	20/11/23-7b	RD Robinson	£1200.00
Nov.23	BACS	20/11/23-7b	N.Power	£202.47
Nov.23	BACS	20/11/23-7b	Moore	£252.00
Jan.24	BACS	08/1/24-7b	Vision ICT	£247.36
Jan.24	D.Debit	08/1/24-7b	ICO	£35.00
Jan.24	BACS	08/1/24-7b	Vision ICT	£21.60
Jan.24	BACS	08/1/24-7b	N.Power	£333.21
Mar.24	BACS	11/3/24-7b	S.Jacques	£103.98
Mar.24	BACS	11/3/24-7b	WCC	£190.01
Mar.24	BACS	11/3/24-7b	WALC	£36.00

All payments listed above were found to have been dealt with in a correct manner.
The year end accounts were checked and found to be arithmetically correct to all bank statements at 31 March 2024.

The internal auditor report for the AGAR 2023-2024 was signed by this internal auditor.

AGAR 2023/24

It was noted that the Annual Governance Statement, and Annual Accounting Statement will be signed at the next (extraordinary) meeting of the Parish Council in June 20234 to allow time for the AGAR to be sent to Moore and a copy sent to this internal auditor

Budget and Precept

It was noted that an income and expenditure account prepared by the Clerk/RFO was passed to all Cllrs., prior to the bi-monthly meetings – this is good practice,

All budget controls were checked and found to be satisfactory

Bank reconciliation checked and found satisfactory.

Balances and reserves were checked satisfactorily.

It was noted that the accounts are reconciled and presented on a bi-monthly basis to Parish Councillors – this is good practice.

It was noted in minutes of the meeting on 17/7/23 that VAT for the financial year 2022-23 was reclaimed. It was also noted that the VAT reclamation for the financial year 2023-24 has been sent to HMRC

It was noted in minutes of the meeting on 11/9/23 item 7f that discussions were held regarding the level of precept to be levied for the 2024-25 financial year – good practice to start discussions early.

It was noted in the minutes of the meeting on 20/11/23 item 7e that the precept for the financial year 2023-24 was formally agreed and the Clerk/RFO will send the demand to Rugby Borough Council.

Agendas

It was noted that all agendas were properly signed by the Clerk to make them a lawful summons to the meeting.

Income Control

It was noted that receipts were banked promptly, and the paying in amounts satisfactorily checked against the spreadsheet.

It was noted that all VAT repayments are made on an annual basis.

It was noted in the minutes of the meeting on 11/09/23 item 7b that a bank mandate for new Cllrs. as signatories to the bank account has been sent to Lloyds Bank

Payroll

All employment and tax records were seen and found to be satisfactory, with taxes properly made to HMRC using the basic PAYE tools system.

It was noted that all pension obligations have been met.

Sec.137 Payments

It was noted that in the 2024 -2023 financial year that payments Sec.137 legislation were well within the statutory limits.

Minutes of Parish Council meeting

All minutes were checked, and found to be satisfactory, properly signed by the Chair, and with no evidence of any unusual activity.

It was noted that Thurlaston Parish Council meetings are bi-monthly.

Roles and Responsibilities

It was noted in the minutes of the Annual General Meeting of Thurlaston Parish Council on 15th May 2023 that the Roles and Responsibilities for Cllrs was reviewed and a new Council structure of sub committees approved – good practice to ensure that Cllrs are aware of their responsibilities.

Financial Regulations

It was noted that these regulations were seen online and that the regulations were formally adopted in September 2019, it is good practice for all council policies to be reviewed regularly (yearly or every two years for example).

It might be in the Parish Councils interest to look at the latest NALC set of model Financial Regulations.

Standing Orders

It was noted these orders were seen online that the regulations were formally adopted in January 2019, it is good practice for all council policies to be reviewed regularly (yearly or every two years for example).

It might be in the Parish Councils interest to look at the latest NALC set of model Standing Orders.

Internal Audit

It was noted in the minutes of the meeting on 15th May 2023 item 8h that the internal auditors report for the financial year 2022-2023 was sent to all Cllrs to review for effectiveness - this is good practice and the Parish Council is to be commended

Insurance

It was noted in minute of the meeting on 15th May 2023 item 8e that the grass cutting contractor has supplied his insurance cover documents to the Parish Council – good practice to be aware of all contractor insurance details.

The insurance levels were checked and found to be standard for the Parish Council requirements.

Asset Register

It was noted that the asset register was reviewed, updated and approved – this is good practice

The asset register was seen online and it was noted that the value of accurately reflects the value of the assets as shown in Box 9 of the AGAR for the financial year 2023/2024.

Risk Assessment

It was noted that the Risk Management policy was seen online and that it has been formally reviewed and adopted in July 2021 – it would be in the Parish Council's interest to review this document regularly (not necessarily annually but as the Parish Council determines as adequate).

The policy is a good document.

Parish Council Policies

It was noted in the minutes of the meeting on 11/9/23 item 10b that the Emergency Plan will be reviewed, amended as necessary, and updated on the website – good practice

It was noted in the minutes of the meeting on 20/11/23 item 9b that the Emergency Plan update was formally approved.

It was noted in the minutes of the meeting on 20/11/23 that Thurlaston Parish Council documents and policies were reviewed with Cllrs sharing views on the documents when required.

Contracts of Employment

It was noted that the Clerk has a contract of employment.

Code of Conduct

It was noted that the Code of Conduct promulgated by Rugby Borough Council has been accepted by Thurlaston Parish Council.

General Power of Competence

It was noted that Thurlaston Parish Council determined that it will not acquire this power.

Website Transparency code for Smaller Authorities

It is noted in the minutes of the meeting on 20/11/23 that a new company has been sourced for the website and a meeting will take place in January 2024 with a potential contract being brought back to Thurlaston Parish Council for discussion.

Conclusion

The Internal Audit went well and no serious problems were found. Comments from the Internal Auditor are for the Parish Council to evaluate, and implement if it feels that this will help the Parish Council in running its business.

It will be noted that in the Internal Audit Report 2023/24 of the AGAR Return Page 3 the internal auditor marked item F as Not Covered. This does not imply that there is anything untoward regarding the Parish Council accounts, rather this is a response required by the external auditor and in the case of Thurlaston Parish Council it means that there is no petty cash. A letter to Moore to that effect has been added by the internal auditor.

It is apparent that the Parish Clerk is very competent, and the help that she gave the internal auditor shows that she is conversant with the requirements of Local Government Finance, and carries out her duties in a competent fashion

This concludes the 2023 - 2024 Internal Audit for Thurlaston Parish Council

Signed... Dated...4th June 2024
W.J.Robinson