

# Cummersdale Parish Council

## Annual Internal Audit Report together with Annual Governance and Accountability Return for the year ended 31 March 2024

I confirm that the Internal Audit for the period 1 April to 31 March 2024 has been undertaken and make the following comments and/or observations

### 1. Bookkeeping

A computer based system of bookkeeping is in place and all relevant invoices are retained in order and properly marked to provide a satisfactory audit trail. The cash book and bank statements should be reconciled monthly.

At least once each quarter and at each financial year end a Member, other than the Chairman, **must sign and date** the bank reconciliation and relevant bank statements (Financial Regulations 2.2).

VAT is properly recorded, where necessary, and returns coincide with the year end.

### 2. Standing Orders/Financial Regulations/Payment Control

Copies of Standing Orders and Financial Regulations were available for review. All payments are supported by relevant vouchers and authorised for payment by the council and minuted and cheques signed by two signatories

An original set of Minutes, properly approved, numbered and signed, is held

### 3. Budgetary Controls

Proper control is exercised

### 4. Income Controls

Income received is promptly banked

### 5. Petty cash

There is no petty cash

### 6. Payroll

A payroll provider is used and the year end returns have been submitted

### 7. Asset Control

An up to date asset register is held.

### 8. Risk Management

A satisfactory form of Risk Assessment and Management is held and a review of insurance undertaken

### 9. Governance

Members are reminded of their obligations under the Code of Conduct

Proper records are maintained of Members' Interests and Declarations of Acceptance of Office

A proper record is maintained of Members' Attendance at meetings of full council

## **10. Human Resources**

Annual Appraisal of employee yet to be undertaken

Confirmed that job grading is in line with SLCC/NALC policy and salary is paid accordingly

## **11. Recommendations**

It is important that systems are robust and the following recommendations/observations are made for action/consideration as necessary:

- When using a loose leaf system each and every sheet of Minutes **must** be **signed/initialled** and **dated** by Chairman to provide a secure record of proceedings
- It is good practice that a monthly bank reconciliation is undertaken and this should be signed and dated by a Member as part of Minutes
- A schedule of agree standing order payments/Direct Debits should be held, signed by by two Members and confirmed each year
- Similarly the Asset Schedule should be approved each year by Members and signed by the Chairman
- Procedures. Show date when approved/confirmed and date when next review due together with signature of Chairman. Also include name of Parish Council when using centrally generated draft procedures.
- Careful filing of all records should always be exercised
- Risk Management - show basis of valuation/by whom, insurance cover held (care replacement value) and write-down value (again, care re insurance valuation)

## **12. Annual Audit**

The Annual Governance and Accountability Return – Part 2 Annual Internal Audit Report has been completed has been completed properly and is ready for consideration and approval by Members in preparation for submission to the appointed auditor

David Johnson  
Internal Auditor

17 May 2024