

# Cummersdale Parish Council

## Annual Internal Audit Report together with Annual Governance and Accountability Return for the year ended 31 March 2021

I confirm that the Internal Audit for the period 1 April to 31 March 2021 has been undertaken and make the following comments and/or observations recognising the constraints imposed by COVID-19 regulations under which to complete this work with some relaxation in procedures permitted to allow practical working. Directives from Central Government have allowed variations from normal systems and all meetings have been held virtually:

### 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 undertaken

## **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
- It was suggested and has now been implemented that the various policies of the parish council together with Risk Assessment and other similar documents are reviewed each year, signed by the Chairman and Minuted (as one item). This is to show that a review has taken place and that the current document is up to date.

## **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

24 April 2021