

Internal Audit Report 2023/2024

Worlaby Parish Council

General Overview

Overall, I would recommend that governance needs to be strengthened to ensure compliance with legislation and transparency of decisions made.

The year end audit process has been reported properly and the Exercise of Public Rights has not been published as required by the Accounts and Audit Regulations 2015.

Recommendations

Based on my findings highlighted in the report attached I would recommend the Council looks at the following areas:

- Ensure the Exercise of Public Rights is done correctly in future, this is a requirement of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015
- Have the budget on the website for transparency
- Produce a budget monitor/bank reconciliation at least 4 times a year
- Ensure Councillors comply with Standing Orders and Financial Regulations
- Fix the link to Councillor's Register of Interest Forms on the website
- Put a bit more detail into the minutes so that those not present can understand what is being discussed and agreed
- Consider national recommendations to have a .gov.uk email address

Hannah Hepworth

Internal Auditor

May 2024

Worlabby Parish Council

Annual Governance and Accountability Internal Audit Report 2023/24

Item	Check	Notes/Findings
Minutes and Agendas	That they are kept correctly, numbered, initialled and signed by Chairman etc. as well as Committee meetings and that meetings are called lawfully.	<p>Council meetings have been called in the correct time.</p> <p>Minutes and agendas have been uploaded to the website.</p> <p>As per the LGA1972 the Annual Council Meeting and appointment of the Chairman should take place annually in May; it is suggested that the Annual Meeting and the Ordinary Meeting in May are combined.</p>
Purchase Invoices	Kept and VAT invoices where appropriate and marked with cheque numbers for reference.	Invoices are prepared each month for the Council to approve.
VAT	Where applicable correctly recorded and reclaimed for previous year.	A Vat claim was made for the year.
Sales Invoices	Produced timely and correctly and supported by appropriate paperwork such as diaries/emails etc.	NA
Credit Control/Debts	That any sales invoices are credit controlled and payments chased.	NA
Receipts and Payments	That payments are made properly by cheque/BACS/DD/SO and properly recorded and that receipts are also made properly and properly recorded and	<p>A payment schedule is produced for each meeting and signed off.</p> <p>Consider an accounting software to be adopted for the Clerk to manage accounts better and consistently as there</p>

	supported by paperwork trail.	has been 3 Clerks in the year and different styles of reporting.
Staffing/Personnel	That staff have appropriate contracts and procedures are in place for personnel management.	There is a Personnel Committee .
Payroll	That appropriate payroll system is in place and supporting information for pay rates/salary levels etc.	A payroll system is in place for payroll and pension payments. The National Pay award was discussed and approved for payment. Payroll is authorised as part of the Payment Schedule and includes expenses and HMRC PAYE payments.
Governance	That Standing Orders/Finance Regs/Insurance and all other policy documents are in place and that they are reviewed at least annually.	Standing Orders & Financial Regulations, and other policies, were reviewed in May 2023 The AGAR is uploaded to the website. There is no Exercise of Public Rights on the website. There is no Conclusion of Audit on the website. There is the Internal Audit report on the website. There is a link to Councillor's Register of Interest Forms on the website
Transparency		Some minutes need a bit more detail so that those not attending can understand what was discussed and agreed. There is no budget on the website.
Cash handling	That all cash handled is subject to audit/security trail and this is adhered to.	No petty cash.

Budgets and Monitoring	That a budget is in place and adhered to, with monitoring.	<p>The budget and precept were agreed at the December 2023 meeting.</p> <p>The budget is not on the website.</p> <p>I could only see evidence of the approved budget being monitored in the first quarter during the year, i.e. actual v. spend by budget line.</p>
Accounting/Finance	That at least quarterly account reconciliations are in place and presented to Council.	<p>A bank reconciliation should be done 4 times a year, not just at year end and beginning.</p> <p>Accounting software is being recommended for the Clerk to manage accounts better.</p> <p>Internet banking needs to be at a current address of a signatory and at an address of a signatory; an online account is being explored. The bank details and login are held in a name which is not the current Clerk or Council Members and at an address where any post, statements, cards and cheque books can not be retrieved. This needs to be changes as a matter of urgency.</p>
Accountability	That Councillors sign cheque book stubs, initial and sign finance information presented and are presented with information to allow accountability.	I cannot see an Internal Control Document.
Audit	That internal audit is carried out with report presented to Council and that external audit paperwork is correctly completed and presented to Council and followed up with any appropriate actions.	The Internal Audit has been uploaded to the website.

Precept and grants	That precept level is officially set and communicated to local authority and correctly received.	The precept was agreed by Council in December 2023 and sent to NLC.
Section 137	That it is separately recorded, and cap adhered to.	S137 spend is clearly identified in the budget
Other notes	.gov.uk email	The Council has an approved .gov.uk email account.