

# Internal Audit Report Durleigh Parish Council

## Financial Year 2021/22

Date: 11 May 2022

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I have completed an internal audit for Durleigh Parish Council in line with the requirements of the Annual Governance Accountability Return (AGAR).

In accordance with the AGAR the following internal control objectives were reviewed during the audit:

- A. Appropriate accounting records have been properly kept throughout the financial year.
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
- C. The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
- H. Asset and investments registers were complete and accurate and properly maintained.
- I. Periodic bank account reconciliations were properly carried out during the year.
- J. Accounting statement prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
- K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt.
- L. The authority publishes information on a free to access website/webpage up to date at the time of internal audit in accordance with any relevant transparency code requirements.
- M. The authority, during the previous year (2020/21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.
- N. The authority has complied with the publication requirements for the 2020/21 AGAR.

The audit was undertaken by reviewing documentation provided by the Parish Clerk including accounting records, bank statements, invoices and receipts. Some information published on the Durleigh Parish Council website including minutes from meetings and the documentation in the Finances section was also reviewed.

The findings and recommendations for improvement as a result of the Internal Audit are listed in the table below.

<b>AGAR Section /Findings Reference</b>	<b>Findings</b>	<b>Recommendation</b>
H.1	The addition to the asset register in year was recorded at £650 but the purchase price net of VAT was £541.66 (£649.99 including VAT). The Practitioners' Guide recommends that assets should be first recorded in the asset register at their actual purchase cost net of VAT.	Assets should be included in the asset register at the actual purchase cost net of VAT in accordance with the Practitioners' Guide.
H.2	The Practitioners' Guide recommends key information in the asset register should include useful life estimate and if practicable the replacement/insured cost. This is not currently included in the Durleigh Parish Council asset register.	The asset register should be updated to include a useful life estimate and a replacement/insured cost for each asset.

The information required for the audit was provided in a clear and organised way with additional requests being responded to very quickly. The information I viewed on the website all appears to be up to date and the website is easy to navigate.

Overall the control objectives were being achieved throughout the financial year ended 31 March 2022 to a standard adequate to meet the needs of the authority.