

Independent Internal Auditors Report
Hosley Woodhouse Parish Council
Year ending 31st March 2023

The internal audit is carried out in accordance with the Annual Governance and Accountability for Local Councils.

The audit has been carried out on a sample basis. The audit has covered the work carried out the Clerk/Responsible finance officer in the execution of their duties ensuring that the Parish Council have met the relevant regulations and obtain an adequate level of assurance.

To complete the audit the following areas have been analysed

- Appropriate accounting records, including cash book receipts and payments, income received and VAT refunded.
- Observation of financial regulations and standing orders
- Risk management/assessment
- Salaries to employees, PAYE and NI requirements
- Bank reconciliation of bank accounts
- Asset control, including fix asset register and adequate insurance provision
- Arrangements for the exercise of public rights
- Precept requirement and budget preparation
- Year end procedures
- The authority has complied with the publication requirements

Outcome

The “Not Covered” response to part F in relation to petty cash is because the Parish Council does not use petty cash.

I have indicated a “not covered” response to part K as this section does not apply to the Parish Council.

I have indicated a “No” response to part N – The authority has complied with the publication requirements for 2021-22 AGAR.

It was noted that the PKF had commenced the review of the Annual Governance & Accountability Return (AGAR) for the Parish Council for the year ended 31 March 2022 but could not formally complete it by the 30th September 2022. Therefore, the clerk had displayed the necessary documentation received from PKF, however the inspection details were omitted.

It was noted that vat was appropriately accounted for, however the clerk/RFO had notified the internal auditor that the VAT claim for 2022-2023 remains outstanding.

Recommendation

It is good practice to have a reserves policy, calculating the minimum reserves the Council should have, taking into consideration contracted costs, maintenance, and staff absence, staff cover etc.

My inspection of the Parish Council’s financial records and procedures has not found any matters for concern. I conclude that the system of internal control in place for 2022-23 was effective.

The audit process was carried out with co-operation from the Parish Clerk/Responsible Finance Officer.

This concludes my report for Horsley Woodhouse Parish Council.

Mrs Karen Howe

Dated, 16th May 2023