

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	East Goscote Parish Council		
Name of Internal Auditor:	Martin Cooke	Date of report:	28 th May 2024
Year ending:	31 March 2024	Date audit carried out:	23 rd May 2024

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The proper practices referred to in Accounts and Audit Regulations are set out in JPAG Practitioners Guide. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

This internal Audit report was compiled following several independent tests / checks being undertaken using various financial records, documents, minutes etc both through the official website and during a meeting with your Clerk & RFO Liz Pizer on the 23rd May 2024.

The following topics were reviewed against our standard checklist format:

There was nothing outstanding from the previous Internal Audit.

Accounting records:

- All details were satisfactorily recorded in the financial ledger, and all appeared to be in order.
- Payments in the ledger were generally covered by invoices and minuted and authorised at the relevant PC meetings against a list of payments.
- There were 2 bank accounts which were reconciled monthly and confirmed at each council meeting.
- S137 was noted and complied with all requirements, ***I would recommend for the purposes of transparency that this is recorded as a separate line within the minutes.***
- VAT was recorded correctly and reclaimed as required.

Due Process:

- Standing Orders and Financial Regulations had been reviewed in May 2023 and adopted.

Risk Management:

- Scanning the minutes there didn't appear to be any unusual activity.
- The annual Risk assessment was carried out in June 2023 and recorded accordingly.
- Insurance was covered through BHIB and renewed in September 2023.
- The monitoring and risk assessment of play equipment etc, was undertaken by the maintenance person, nominated councillors and annually by qualified inspectors.

Budget / Precept:

- The annual Budget and Precept was approved by full council in December 2023 with the precept request being submitted to Charnwood Borough Council.
- There were no specific reserves noted.

Income:

- There was no revenue from Allotments, Hall Hire or Cemeteries.
- Income was noted with a one-off annual fee received from the Scouts and hire charges for the hire of football pitches and the pavilion.

Petty Cash

- There is a small float of petty cash recorded and controlled appropriately.

Salaries / Employees:

- There are 4 employees with contracts of employment.
- Tax, NI, Pension etc are all noted within the ledger accordingly.
- Salaries are reviewed annually by the Staffing Committee who have delegated powers to agree on salary reviews etc.
- The PC is registered with the Pensions Regulator.

Asset Control:

- The Asset register had been reviewed, updated and displayed on the website.
- Deeds etc are held in the Council office.

Accounting Statements:

- Bank accounts & balances were reviewed and reconciled monthly, and all appeared to be in order.
- Accounting statements were prepared throughout the year, debtors & creditors recorded where necessary and there was evidence of a financial trail through records.
- On the sample payments taken there was evidence of control with all being approved in Council, minuted and paid accordingly.
- The Yearend accounts had been prepared, bank statements and ledgers reconciled, these will be signed off at next PC meeting.
- This year's sections 1 & 2 of the Annual Return had been drafted ready for signing at the next PC meeting.

Transparency:

- The following were displayed / published as required:
 - End of year accounts / Accounting Statement
 - Annual Governance Statement.
 - Internal & External Audit reports.
 - Asset list.
 - Councillor Responsibilities.
- Agendas and meeting papers are published as required and draft minutes were generally issued within one month.
- The PC website is easy to navigate and regularly updated.

Exercise of Public Rights:

- "The Notice of Public Rights" was issued and displayed on the website as required.

Miscellaneous:

- There was evidence confirming the previous internal audit had been reviewed.
- Clerk confirmed electronic files are backed up to an external hard drive.
- Members interests were noted on the website.
- Minutes were initialled by page and signed by the chair at each meeting.
- Clerk confirmed there was just one sub-committee, "Staffing" and terms of reference were on the website.

Annual returns:

- The annual return section 2 details (Year Ending 31st March 2023) are set out at the end of this document.

In conclusion, I would like to thank Liz for her support throughout the auditing process.

Yours sincerely



Martin Cooke (Internal Auditor to the Council)
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The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2023	Year ending 31 March 2024
1. Balances brought forward	£58,508	£59,298
2. Annual precept	£63,000	£66,900
3. Total other receipts	£13,461	£11,017
4. Staff costs	£42,680	£43,183
5. Loan interest/capital repayments	£0	£0
6. Total other payments	£33,021	£30,316
7. Balances carried forward	£59,298	£63,716
8. Total cash and investments	£59,298	£63,716
9. Total fixed assets and long-term assets	£594,104	£594,104
10. Total borrowings		