

# West Dereham Parish Council

## Internal Audit Report

For West Dereham Parish Council

Financial Year 2023/2024

Prepared by: Tracy Neave

I have completed an internal audit of the accounts for West Dereham Parish Council year ending 31<sup>st</sup> March 2024.

My findings are detailed below using the tests provided in the Governance and Accountability (England) 2024 (JPAG).

I would like to thank Samantha Bromley Clerk/Responsible Finance Officer for providing me with all the information required for the internal audit and the Council for appointing me.

### **Internal Audit for the year ending 31<sup>st</sup> March 2024**

1. **Proper Bookkeeping:** I have checked the payments and receipts to the cashbook and all invoices/documentation presented to me. There are no unusual items and the VAT return has been completed. I understand that the Barclays bank accounts are being investigated leading to closure. As per the Internal Audit report 2022/2023 it would be more consistent to record the poppy wreath expenditure in the cashbook as S137 rather than Remembrance Day/Events. This would lead to consistency when the figures are entered in to the budget. It would be preferable to create a cost centre for S137.
2. **Financial Regulations/Standing Orders:** I am able to see that these have been reviewed in the previous year and there is evidence of internal control.
3. **Risk Arrangements:** I have reviewed the minutes and there is no evidence of unusual items.
4. **Budgetary Controls:** There is evidence of variance analysis to monitor actual spending compared with budget, leading to calculate the annual Precept.
5. **Income Controls:** I have reviewed receipt of the Precept and income for the year. There is no evidence of any remittances except on the bank statements and would be advisable to record these in a section of the accounts.
6. **Payroll controls:** All documentation available including payslips/PAYE documentation and pension records.
7. **Asset controls:** I have reviewed minutes for significant additions and have identified that the insurance cover has been reviewed and is adequate for purpose.

8. Notes re Financial Regulations 2024: on reviewing the regulation 6.4 there needs to be clarification whether payments are to be signed by one or two members of the Council and whether to be countersigned by the Clerk. 6.5 states that any cheque counterfoil should be initialled by the signatories. Although there are no recent cheque payments, previous counterfoils have not been initialled and it is worth noting that this needs to be done to meet the requirements of the regulations.

Audit completed by Tracy Neave 1<sup>st</sup> June 2024

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