

WE'RE STRONG IN NUMBERS



# Audit Report Year 2022/23

Thorp Arch

Status - Complete

Period Audited: 1st April 2022 - 31st March 2023

YEAR 22/23

Objective (Automated)	QUESTIONS	Answer	Recommendations
Proper Bookkeeping Proper Bookkeeping Proper Bookkeeping	Is cashbook maintained and up to date? Is cashbook arithmetically correct? Is the cashbook regularly balanced?	The cashbook is maintained Yes the cashbook is arithmetically correct the cashbook is balanced prior to every meeting	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has the council formally adopted standing orders and financial regulations?	Yes, documents updated March 2022	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has a Responsible financial officer been appointed with specific duties?	RFO is also Clerk and has been appointed with specific duties	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Have items or services above the de minimus amount been competitively purchased?	Items over De Minimus level have been explained and they did not require 3 quotes	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes	

Objective (Automated)	QUESTIONS	Answer	Recommendations
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has VAT on payments been identified, recorded and reclaimed?	Yes, one VAT return completed	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Is s137 expenditure separately recorded and within statutory limits?	£3430 spent per cashbook on one grant. Grant report received by recipient and therefore compliant with S137 rules	
Risk Management Arrangements	Does a review of the minutes identify any unusual financial activity?	No unusual activity identified from the meeting minutes published on the website	
Risk Management Arrangements	Do minutes record the council carrying out an annual risk assessment?	The Council has carried out a Risk Assessment	
Risk Management Arrangements	Is insurance cover appropriate and adequate?	Insurance cover appears comprehensive	
Risk Management Arrangements	Are internal financial controls documented and regularly reviewed?	financial spreadsheet is considered monthly at the PC meeting. This includes updates on the spend against budget.	
Burial Authority	(Burial Authorities only) Is the Council aware of the Ministry of Justice guidance on "Managing the Safety of Burial Ground Memorials"	n/a not a Burial Authority	
Burial Authority	Do you have a ledger of permits from which I can choose a sample?	n/a not a Burial Authority	
Burial Authority	What is the process for storing Burial records	n/a not a Burial Authority	
Burial Authority	If you have Interred Ashes can you provide certificate of cremation?		
Burial Authority	Can you provide a list of interred Ashes in order for us to choose a sample?	n/a not a Burial Authority	
Burial Authority	(Burial Authorities only) Is the Council aware of the Ministry of Justice guidance on "Managing the Safety of Burial Ground Memorials"	n/a not a Burial Authority	
Market Authority	Please provide a rate card for the market stalls	n/a not a Market Authority	
Market Authority	Please provide a list of regular stall holders	n/a not a Market Authority	
Budgetary Controls	Has the council prepared an annual budget in support of its precept?	Budget meeting held by the Financial sub group. Then brought to full PC meeting for discussion and approval. Precept worked out from budgetary requirements.	
Budgetary Controls	Is actual expenditure against the budget regularly reported to the council?	financial spreadsheet is considered monthly at the PC meeting. This includes updates on the spend against budget.	
Budgetary Controls	Are there any significant unexplained variances from budget?	None observed	
Income Controls	Is income properly recorded and promptly banked?	All receipts have been bank receipts so no timing differences in banking	
Income Controls	Does the precept recorded agree to the Council Tax authority's notification?	Yes	
Income Controls	Are security controls over cash and near-cash adequate and effective?	No near cash assets	
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	no petty cash	
Petty Cash Procedures	Is petty cash expenditure reported to each council meeting?	no petty cash	
Petty Cash Procedures	Is petty cash reimbursement carried out regularly?	no petty cash	
Payroll Controls	How many members of staff are there?	One member of staff	
Payroll Controls	How many members of staff are on National Minimum Wage?	No	
Payroll Controls	What is the approval process for pay increases?	Pay increases are agreed following Annual Performance reviews	

Objective (Automated)	QUESTIONS	Answer	Recommendations
Payroll Controls	Do you have a Training Policy & Record?	No Training Policy or Record maintained	Training Policy and Records should be implemented. This is in the best interest of all parties and in extreme cases can cover the Parish in cases of negligence where "training" is cited The Clerk has many years experience and CILCA qualification is not required Where staff are present so should be relevant HR policies to protect both parties  For clarity I would recommend Showing the assets register as Existing, Additions and Disposals
Payroll Controls	Is your Clerk CiLCA Qualified?	Clerk not CILCA qualified	
Payroll Controls	Do you have HR policies?	No HR policies in place	
Payroll Controls	Do all employees have contracts of employment with clear terms and conditions?	Yes	
Payroll Controls	Do you have Health and Safety Policies in place with regards staff workstations?	Yes	
Payroll Controls	Do salaries paid agree with those approved by the council?	Yes	
Payroll Controls	Are other payments to employees reasonable and approved by the council?	Minimal expenses observed	
Payroll Controls	Have PAYE/NIC been properly operated by the council as an employer?	Yes, the council operates PAYE	
Asset Control	Does the council maintain a register of all material assets owned or in its care?	Yes, the Council maintains a register	
Asset Control	Are the assets and Investments registers up to date?	Yes	
Asset Control	Do asset insurance valuations agree with those in the asset register?	Yes	
Bank Reconciliation	Is there a bank reconciliation for each account?	Yes there is a bank reconciliation	
Bank Reconciliation	Is a bank reconciliation carried out regularly and in a timely fashion?	Bank reconciliation carried out monthly	
Bank Reconciliation	Are there any unexplained balancing entries in any reconciliation?	no	
Bank Reconciliation	Is the value of investments held summarised on the reconciliation?	n/a no investments	
Year End Procedures	Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes	
Year End Procedures	Do accounts agree with the cashbook?	Yes	
Year End Procedures	Is there an audit trail from underlying financial records to the accounts?	The Auditor chose a sample and found it difficult to find some of the payments and receipts related to the transactions chosen.	
Year End Procedures	Where appropriate, have debtors and creditors been properly recorded?	Yes	
Other Issues	Is the Council registered with the Information Commissioner?	Z3261506 - expires July 23	
Other Issues	What arrangements does the Council have for the back up of computer files?	iCloud and monthly hard drive back up	
Other Issues	Does the Council have responsibility for any Trust Funds? If so, are they independently examined?	No	
Other Issues	Are the Policies and procedures on the website up to date?	There are some policies on the website. Unsure of all Policies are present	
Other Issues	Any other issues that are worthy of reporting.	No	
0	0	0	Please ensure are many policies as you have are on the website. This is for transparency