

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for Great Notley Parish Council – 2021/2022

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £124,136.21 Expenditure: £145,582.49 Reserves: £118,070.29

AGAR Completion:

Section One: **Yes - unsigned**

Section Two: **Yes - unsigned**

Annual Internal Audit Report 2021/2022: **Yes**

Certificate of Exemption: **No**

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

The Council hold the General Power of Competence and LGAs137 does not apply.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

It is noted that the Council operated online banking with minimal cheque payments during the year of audit.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: **Yes**

Reviewed: **5/5/2021 (Ref: 21/54)**

Financial Regulations in place: **Yes**

Reviewed: **5/5/2021 (Ref: 21/54)**

VAT reclaimed during the year: **Yes (£5,280.23 received)**

Registered: **No**

General Power of Competence: **Yes**

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There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Policies were reviewed at a meeting held on 5/5/2021 (Ref: 21/54).

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes

Data Protection registration: Yes

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment. It is noted that a Data Audit has been carried out.

Privacy Policy published: Yes

Insurance was in place for the year of audit. Separate insurance is held for the Parish Council owned vehicle. The Risk Assessment was reviewed and approved at a meeting held on 21/3/2022 (Ref: 22/18.3).

Internal Controls were reviewed at meetings held on:

12/4/2021 (Ref: 21/38.4)

5/5/2021 (Ref: 21/51.4)

The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

The annual play area inspection has been undertaken during the year (Ref: 19/7/2021 – item 21/66.1.2).

Fidelity Cover: £150,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: www.greatnotley.org.uk

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015** councils must publish on their website:

External audit report

2021 Annual Return, Section One Published – Yes

2021 Annual Return, Section Two Published – Yes

2021 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes

Period of Exercise of Public Rights

Start Date *14/6/2021*

End Date *23/7/2021*

The Council have met the 2021 publication requirements.

Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £92,425 (2021-2022)

Date: 11/1/2021 (Ref: 21/08.4)

Precept: In budget (2022-2023)

Date: 10/1/2022 (Ref: 22/07.4)

Effective budgetary procedures are in place. It is noted that the precept for 2021-2022 was agreed in full council and the precept decision and amount has been clearly minuted. However, the precept decision and amount have not been clearly minuted for the 2022-2023 financial year.

Recommendation: *To ensure that the precept decision and amount are minuted.*

The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash

Associated books and established system in place

A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: **Yes**
Employer's Reference: **245/NZ69344**
P60s issued: **Yes**

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place. Eligible employees are enrolled in the Local Government Pension Scheme.

Contracts are in place for employees and appraisals are undertaken.

It is noted that the Council undertook a review of salaries at a meeting held on 22/11/2022 (Ref: 21/PC.17). The Clerk's salary has also been reviewed (Ref: 21/3/2022 – item 21/PC.21).

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value and insurance value. The total value of assets are recorded at £326,310. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

The asset schedule was reviewed and approved at a meeting held on 21/3/2022 (Ref: 22/18.4).

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 March were confirmed as:

<i>Unity Trust Current</i>	<i>xxxx7920</i>	<i>£69,356.59</i>
<i>Unity Trust Deposit</i>	<i>xxxx8178</i>	<i>£2,678.36</i>
<i>Saffron Building Society</i>		<i>£46,035.34</i>

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves and have identified earmarked reserves in their year end accounts.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on a Receipts & Payments basis.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2021 Internal Audit report was considered by the Council at a meeting held on 5/5/2021 (Ref: 21/52.1).

A review of the effectiveness of the Internal Audit was carried out on 14/10/2021 (Ref: 21/85.3).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 14/10/2021 (Ref: 21/85.3).

External Audit

The Council formally approved the 2021 AGAR at a meeting of the full Council held on 5/5/2021 (Ref: 21/52.2 and 21/52.3).

The External Auditor's report was considered at a meeting held on 9/9/2021 (Ref: 21/75.4).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 5/5/2021. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- Minutes are consecutively numbered and compliant with legislation for minutes stored in loose-leaf format.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work



Heather Heelis
Heelis & Lodge
19 May 2022

HEELIS&LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

INVOICE

To:

Great Notley Parish Council
7 Mallard Close
Great Notley
Braintree
Essex
CM77 7YD

Invoice No: HL9253

Date: 19 May 2022

Details	Quantity	Amount (£)	Total (£)
To carry out Year End Audit for Great Notley Parish Council for the year ended 31 March 2022 £50,001 - £100,000 banding	1	235.00	235.00
Total			235.00

Please make cheques payable to: Heelis & Lodge

Bank Details: Account 02539349 Sort Code 72-00-00

Terms – 30 days

Thank you.

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