

Annual Internal Audit Report 2023/24

Burton in Lonsdale Parish Council

ENTER NAME OF AUTHORITY

www.burton-in-lonsdale.net

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

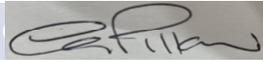
Date(s) internal audit undertaken

DD/MM/YYYY 19/04/2024 DD/MM/YYYY

Name of person who carried out the internal audit

Carrie Pillow (Elkerlodge Services Ltd)

Signature of person who carried out the internal audit

SI  ED

Date 19/04/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

			<u>Banks Accounts</u>	<u>o/b</u>	<u>c/b</u>	<u>Opening Balance Check</u>	<u>Closing Balance Check</u>		
1 Balances Brought Forward	43,237.33	43,237.33							
2 Precept or Rates and Levies	19,500.00	19,500.00	Nat West Current Account	300.00	457.28	O/B Bank Statement	43,237.33		
			Nat West Reserve Account	12,790.26	0.00	O/B Cashbook	43,237.33 *		
3 Total Other Receipts	15,414.00	15,414.18	Unity Trust Current Account	573.80	5,236.32		C/B Bank Statement	41,533.44	
			Unity Trust Savings Account	29,573.27	27,863.68		C/B Cashbook	41,533.44 *	
4 Staff Costs	6,202.00	6,202.00	Unity Village Fund Deposit Account		1,976.67				
			Unity Community Sport Deposit Account		5,999.49	unpres payments at Y/E			
5 Loan Interest/Capital Repayment	0.00	0.00				unpres receipts at Y/E			
6 All Other Payments	30,416.00	30,416.07							
7 Balances Carried Forward	41,533.00	41,533.44							
8 Total Cash and Short Term Investments	41,533.00	41,533.44							
				43,237.33	41,533.44	should be Zero	0.00	should be Zero	0.00
			<u>Activity Check</u>			<u>Receipts Check</u>	<u>Payments Check</u>		
			O/B Cashbook	43,237.33		Total Receipts in Yr	Total Exp in Year	36,618.07 *	
			Total Receipts in Yr	34,914.18		Less Precep	Salarie in the Year	6202 *	
			Total Exp in Year	36,618.07			Milage All		
						Total Other Receipts	Paye in Yr		
				41,533.44			Total Staff cost	6,202.00	
			C/B Cashbook	41,533.44			Other Exp on CB	30,416.07	
			should be Zero	0.00					

**ElkerLodge Services Ltd Internal Audit Service
Checklist for Year Ending 31 March 2024**

This report has been prepared for the sole use of.

BURTON IN LONSDALE Parish Council

No responsibility or liability is accepted by Elker Lodge Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

<p>A. Appropriate accounting records have been properly kept throughout the year. AND I. Periodic bank account reconciliations were properly carried out during the year.</p>	<p>Accounts are recorded on a spreadsheet which balances the council may find benefit to move to a software designed for councils to future proof the Council.</p> <p>I have confirmed that the balance was correctly brought forward from the previous year - see calcs.</p> <p>S137 - Noted but unused</p> <p>General Power of Competence (GPC) - Hot Held</p>
<p>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p>	<p>Financial Regulations properly tailored to council, but requires updating</p> <p>There are adequate controls over the receipt and payment of invoices, with monthly reviews.</p> <p>I reviewed a sample of payments and found them to be supported by invoices, and that VAT had been correctly accounted for.</p> <p>Payments & inv reference clearly shown - appendix to minutes</p> <p>VAT was reclaimed promptly, and the correct sum of £1583.74 was paid by HMRC on 9/2/24</p>
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>A risk assessment was prepared and presented to the Council in by the recreation committee</p> <p>Play inspection report seen</p> <p>An insurance policy covers the relevant risks.</p> <p>An internal control document has been developed and is to be used, and reviewed by the Council in and presented to the Council in in the financial committee meeting twice a year</p> <p>Fidelity 150K</p> <p>Minute show clear Resolutions in place</p> <p>All electronic documentation is backed up to hard drive</p>
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<p>The Parish Council approved a budget for 24/25 at its meeting on 16Nov23, budget is in the minutes appendix 2</p> <p>The Parish Council set a precept of £20500 at its meeting 16Nov23, precept value is in the minutes 16Nov23</p> <p>The Council reviews payments; progress is monitored by reporting bank balances & cashbook balances each meeting, this is all clear in the minutes.</p> <p>Reserves in place</p>
<p>E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p>	<p>I confirmed that the precept of £9750 was credited to the Council's bank account.</p> <p>Interest was received & banked</p> <p>Pavillian Fees received & banked</p>
<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<p>Not Held</p>
<p>G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.</p>	<p>The only member of staff (the Clerk) has a contract of employment, which is signed by both employer and employee.</p> <p>Pay roll run inhouse</p> <p>P60 seen - deductions calculated appropriately</p>

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<p>H. Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority</p>	<p>The Council maintains a suitable asset register I confirmed that the assets recorded on the asset register agreed with the entry on the AGAR.</p>
<p>I. Periodic bank account</p>	<p>Regular bank reconciliations are presented to the Council - within minutes. I reviewed the year-end bank reconciliation see Calcs Sheet</p>
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</p>	<p>The Council maintains its accounts on the correct basis, namely receipts and payments I reviewed the AGAR accounting statement Part 3</p>
<p>K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.</p>	<p>N/A Receipts/Payments over £25K</p>
<p>L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with any relevant transparency code requirements</p>	<p>The website is adequate , could be improved, with a site under the Council clerk control Accounts from 2015 are on the Web -under statutory information Minutes from 2015 are on the web - none Policies - see policies report It complies with the Transparency code's publication requirements.</p>
<p>M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>Public rights for 2022/23 were properly exercised. Notice seen Notice on Web</p>
<p>N. The authority complied with the publication requirements for the prior year AGAR.</p>	<p>Agar Published on the Web Apr 23 minutes, AGAR approved, but not dates Internal Audit Report published on the Web Accounts for Year published on the Web Analysis of variances published on the Web</p>
<p>O. Trust funds (including charitable) - the Council met its responsibilities as a trustee</p>	<p>The Council does not act as a trustee for any trust funds.</p>

Item No	Section	Comments	To check on audit	Version	YLCA Doc Properties	Status	Ref	Y/N or N/A	Note
Basic Governance									
1	Standing Orders	NALC Model * To note SR for contracts thresholds The SO may require amendment with the release of the updated FR in 2024	1	Ver 2 April 2022	04/05/2022	AR/BP/SR*		Yes	
2	Financial Regulations	NALC Model 2019 - updated 2022 (Contracts) Be aware that a update is due of the FR, the council should adapt & adopt as soon after release as possible	1	2022	05/09/2022	SR	1	Yes	Needs updating
4	Code of Conduct	New LGA Code of Conduct 2021, endorsed by NALC All local councils are required to adopt a Code of Conduct.	1	2021	21/05/2021	SR	3	Yes	
11	Members' Registers of Interest	A complete set of up-to-date registers of interest for all current councillors (copy held by Monitoring Officer), and on the website of the local council.	1			SR	4	NO	Requires ROI on Web
17	Co-option Policy		1		18/09/2019	BP		No	Suggeting adopting & Placing on web
18	Terms of Reference for committees		1			BP		Yes	
21	Publication Scheme under the Freedom of Information Act 2000	Model .	1			SR	6	No	Needs adopting & Placing on Web
22	Privacy Notices: General	Part of NALC GDPR Toolkit	1	2021	31/05/2022	SR		No	Needs adopting & Placing on Web
	Privacy Notices: for employees, councillors, volunteers.	Part of NALC GDPR Toolkit	1	2021	31/05/2022	SR		No	Needs adopting & Placing on Web
24	Data protection/information security policy - GDPR	Nalc Model A policy describing how the council intends to discharge its duties under GDPR. Examples available from YLCA	1		31/01/2020	BP		No	Suggeting adopting & Placing on web
27	Complaints procedure	Requirement of FOIA. (NALC LTN9)	1		13/12/2018	SR		Yes	
	Recording Policy	not in list	1		16/09/2019	BP		No	Suggeting adopting & Placing on web
31	Website Accessibility Statement	Sets out what web site content is and isn't accessible and how users can contact the council for assistance	1			SR	12	No	Needs adopting & Placing on Web
68	Schedule of charges & fees for council information (see 21)	Publication scheme for charges and fees must be included on the council's website	1			SR	19	No	Needs adopting & Placing on Web
69	Reserves Policy	The Practitioners Guide provides information regarding reserves,	1			BP		No	Suggeting adopting & Placing on web
80	Grievance procedures	NALC Model . (LTN 22) Guidance is provided in the form of the ACAS Code of Practice on Discipline and Grievance.	1		30/01/2020	BP		No	Suggeting adopting & Placing on web
81	Disciplinary procedures	NALC Model . Guidance is provided (LTN 22) in the form of the ACAS Code of Practice on Discipline and Grievance.	1		31/01/2020	BP		No	Suggeting adopting & Placing on web
89	Business Continuity Plan		1		29/09/2020	BP		No	Suggeting adopting & Placing on web
92	Training Statement of Intent	All councils should have a statement outlining the Continuous Professional Development (CPD) training requirements for councillors and staff for the year.	1		03/08/2020	BP		No	Suggeting adopting & Placing on web