

## Internal Audit Report May 2023

No.	Audit Comment and Advice	Who's Responsible	Date completed	Notes / Comments
1	As highlighted in the last 2 years audit - In accordance with Transparency code for Smaller Authorities- smaller authorities should publish a list of Councillor or member responsibilities (can be via a link to the on the PC website to the Register of Members Interest forms at Breckland). I still could not find this information published on the Foxley Parish Council website.	Clerk	03/05/2023	Put on website
2	Bank statements were received to 21st March in respect of the Business Premium Account and 28 February for the Community Account therefore I am unable to verify end of year balances.	Clerk	N/A	Noted for future
3	Salary payments — documentation provided indicating that tax of £40 was paid in respect of L.Rose on 26.4.2022 but no corresponding payment in Council accounts.	Linda Rose	26/04/2023	Paid by Linda direct to HMRC
4	It is acknowledged that salary payments for A. Blatchford are being properly accounted for with HMRC and salary (including hours) evidenced. For this reason I have confirmed that objective G has been met.	N/A	N/A	Noted for future
5	Financial regulations — As highlighted previously in the internal audit report — Financial Regulations - Risk Management states that a financial risk assessment / risk management document should be in place but I have not seen any evidence of this and it is not published on website. I cannot see that any review of the financial regulations has been carried out this financial year therefore I have been unable to agree that objective C has been met.	Clerk	WIP	Waiting on Barclays Account transfer completion
6	In the Financial Regulations — Accounts and Auditing, point f. states that ‘all reports by the internal auditor shall be considered by Council. Any recommendations implemented or reasons why they are not recorded in the minutes.’ There is no evidence that the Council considered / addressed either the ‘no’ responses on the internal audit report 2021/22 or the additional comments made.	Clerk	WIP	Add to meeting agenda for resolution confirming actions.
7	2022/23 Guidance notes on completing Form 2 of the Annual Governance Statement confirms that the Parish Council should ‘receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.’	Clerk	WIP	Ensure it is on the agenda ahead of other accounts are approved.
8	Although I have agreed with objective B as I acknowledge that VAT has been claimed as highlighted in last year’s audit, there is no indication if any VAT needs to be reclaimed against payments in the cashbook 2022/23 and financial Regulations state that VAT will be reclaimed at least annually.	Clerk	03/05/2023	Added to "Budget and Accounts.xlsx/Current Acc" tab
9	Objectives I & J— Although I acknowledge that the Council are provided with a statement of accounts on a regular basis and this acts as a form of bank reconciliation (which is signed by the Chairman and approved at a Council meeting) the figures on the bank statement I checked did not correspond to the figures given on the summary so I am unsure how this has been checked by Council/Chair. E.g. Statement of accounts 11th May to 17" August 2022 signed dated 18 August. The summary ‘cashbook’ is showing a balance of £3512.26 and confirms that this is in agreement with the bank statement dated 9 August 2022. The bank statement dated 9" August 2022 shows a balance of £3159.26 and there is no explanation given for the discrepancy. I have therefore ticked no for these objectives.	Clerk	Noted	Add copy bank statment to confirm "Summary Cash and Bank Statement"
10	Although I have ticked yes to objective L and have confirmed that all the required information has been published on the website, I note that the 2021/22 Accounting Statement has not been published. The Annual Governance Statement has been published twice.	Clerk	WIP	Correct past uploading Error
11	It is noted that the Council have ‘agreed’ an increase in the precept for 2023/24 without a resolution (minutes dated 1st December 2022, ref 11) Under standing orders ‘A motion (including an amendment) must have a proposer and a seconder’	Council	WIP	Add to agenda to propose and second previous discussion on Precept.
12	It is noted that the Council currently hold reserves in excess of the annual precept figure but I can’t find any indication of what these reserves are being held for. The analysis of variances form (which forms part of the AGAR), may ask for the reasons for the reserve. This form was not provided as part of the audit.	Council	WIP	Confirm and re-establish past resolutions regarding holding reserves. (Playground and CANT)