

## Agenda Item 23/24 – 040 - Internal Audit Report – 22-23 Recommendations

Updated – 13 March 2024

Ref.	Recommendation	Actions	Completed / Date and minute reference
A	Bank Reconciliation to be a regular agenda item	Finance spreadsheet is reconciled to the bank balance after each payment. Amounts and dates confirmed noted on finance sheet. Forms part of the finance agenda item. COMPLETE  To note – finance sheet reconciled to the bank statements when they arrived and each bank statement is them signed confirming the rec has taken place.	11/10/2023 - Minute Ref: 23/24 – 049 - a
	Independent Scrutiny to be undertaken and reported on (agenda item)	Standing item on the agenda concerning spend. Information shared with all Councillors and published on the website for transparency.	
	Powers to Spend and s 137 expenditure to be accurately recorded	Monthly finance sheets uploaded onto the website under the new finance section - COMPLETED	Minute Ref: 23/24 – 040 - a
B	NACL Model Standing Orders required	Drafted – awaiting approval at Sept meeting – COMPLETED	Minute Ref: 23/24 – 040 - a
	NCLA Model Finance Regulations required	Drafted – awaiting approval at Sept meeting – COMPLETED	Minute Ref: 23/24 – 040 - a
	Banking arrangements, must be reviewed, effective segregation of duties must be implemented as soon as possible	Application made to Barclays for Clerk to be added to bank account. Ongoing all paperwork has been submitted.  9/01 – complaint lodged with bank concerning online access to the account. Waiting for Barclays to come back.  20/02 – Clerk now has access to the bank account, so the Clerk will now be able to make payments, once the work has been completed.	Recommendation for closure
	Invoices and payments sheet should be signed by those authorising the payments	Payments are made online via bank transfer by authorise person. Invoices / receipts are signed following payment. Payments are added to the finance sheet and matched to invoices. - COMPLETED	11/09/2023 - Minute Ref: 23/24 – 040 – a
	Records should be kept of who authorise the release of payments from the bank	Payments are made online, only those with access to the account able to make payments. Email audit trail of when payments have been made, and by who. After each payment made the RFO acknowledges the payment and confirms the balance on the finance	Recommendation for closure

		<p>sheets matches the balance on the email.</p> <p>Access to the bank account for the RFO only out in place in Feb'24.</p>	
C	Increase Insurance cover from £10,000 to reflect revised asset register	Insurance updated – confirmation email from Zurich. – COMPLETED	11/09/2023 - Minute Ref: 23/24 – 040 - a
	Undertake a financial and management risk assessment to cover all council activities at least annually	The draft risk assessment was tabled for approval at meeting 12 February. COMPLETED	12/02/2024 – Minute Ref:- 23/24 – 077 -b.
	Council should assess whether an annual inspection should be supplemented by more regular visual inspections by staff or councillors (the insure maybe able to advise on this)	On the agenda for October meeting - COMPLETED	16/10/2023 - Minute Ref: 23/24 – 049 - b
	Council should take membership of the Information Commissioner Office (ICO)	Awaiting the outcome of confirming the use of the Village Hall as the postage address for the Parish Council for inclusion in the registrar. – COMPLETED	11/09/2023 - Minute Ref: 23/24 – 040 – a
	An annual review of the effectiveness of internal controls should be undertaken.	To be carried out later in the year.  04/02 – Financial risk assessment carried out and presented to meeting on 12 February for approval.	12/02/2024 – Minute Ref: 23/24 – 077 - b
	Council should risk assess the defibrillators (note to check if CIRCUIT is used by local ambulance trust and to register devices)	Tonwell defib registered. Chapmore End defib registered 19/07/2023 – COMPLETED  Note – CIRCUIT emails every 90 days for the units to be checked. Checks are lodged on the system. – last checked October 2023.	11/09/2023 - Minute Ref: 23/24 – 040 – a
D	Prior to setting the precept council should evidence the consideration of current year position and future expenditure to confirm whether a precept is required or justified at that level. (Statutory process set out in local government finance act 1992 section 49A1)	Will be added as an item to the appropriate agenda. Agenda Item 23/24 – 051 – b in October meeting - Draft budget reviewed – final budget to be presented at the November meeting.	16/10/2023 - Minute Ref: 23/24 – 051 – b – review of draft budget.
E	Assess any risk of holding funds (community funds)	Community funds shown separately on finance sheets. When additional money is added, amount is confirmed in the minutes of the meeting if handed over then. Audit trail on Whats App of amount transferred into bank account.	Recommended for closure
	Check insurance cover is appropriate for holding funds of a third party.		
	Check safeguards in place for any disputes relating to any potential discrepancies between funds being collected and funds being banked / change of leaders. Does there need to a signed agreement in place	When cash was handed over – counted in front of other councillors and individual handing it over and amount confirmed. Amount confirmed in minutes. This process will be followed when ever cash is handed	16/10/2023 - Minute Ref:- 23/24 – 049 – a.

		over to the parish council.- COMPLETED	
G	That the council confirms that payments made to the previous clerk have been subjected to the assessment procedure for HMRC deductions and, if applicable, that these have been remitted as necessary.	A monthly payment was made to the previous clerk as shown in the bank statements and finance sheets. This regular payment was stopped following the resignation of the Clerk by the Chair.	
H	A full asset audit to be undertaken as soon as possible to ensure that the asset register is accurate (photographic evidence of assets can be useful on the event of insurance claims)	Asset register updated for 22-23 and updated listing submitted to Zurich in support of the uplift in insurance cover. - COMPLETED	16/10/2023 - Minute Ref:- 23/24 – 049 – a
	Insurance levels should be reviewed as a matter of urgency	Policy updated = COMPLETED	11/09/2023 - Minute Ref: 23/24 – 040 - a
I	Bank Recs – Independent scrutiny should be implemented and documented.	Bank statements are rec back to the finance spreadsheet. The finance spreadsheet is shared with all councillors. COMPLETED	12/02/2023 – Minute Ref:- 23/24 – 079 - a
K	That the Council ensures that the balances held during the year do not result in any changes to the compliance with the exemption status.	Will be monitored during the year.	
L	That the council ensures that the AGAR is correctly listed on the agenda so that council can approve all elements in the correct order	See agenda for 12 June 2023 meeting. All sections were reviewed and approved. – COMPLETED	12/06/2023 - Completed. Minute ref 23/24 – 022 a-f.
	That council ensure that all audit documents are uploaded onto the website.	A full copy of the AGAR and finance position for 22/24 uploaded in the website under section Finance & Audit Reports. – COMPLETED	11/09/2023 - Minute Ref: 23/24 – 040 - a
	The council ensure that it fully complies with the requirements of the Transparency Code 2015 as a matter of urgency.	Minutes, agendas and monthly finance information uploaded onto the website – COMPLETED	11/09/2023 - Minute Ref: 23/24 – 040 - a
M	Council should take care to ensure that the notice is fully and accurately completed (the notice should be dated at least the day before the notice period starts)	Uploaded onto the website under General News. Dates are 3 July – 11 August 2023. – COMPLETED	11/09/2023 - Minute Ref: 23/24 – 040 - a