

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for Burstall Parish Council – 2023/2024

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

Income: £9,472

Expenditure: £11,897

Reserves: £11,929

AGAR 2023 / 2024 Completion:

Section One: **Yes - unsigned**

Section Two: **Yes- unsigned**

Annual Internal Audit Report 2023 / 24: **Yes**

Certificate of Exemption: **Yes - unsigned**

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.

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: **12th July 2023 (Ref: 305), 8th November 2023 (Ref: 335) & 13th March 2024 (Ref: 368)**

Financial Regulations in place: **Yes**

Reviewed: **12th July 2023 (Ref: 306) & 13th March 2024 (Ref: 368)**

VAT reclaimed during the year: **Yes**

Registered: **No**

General Power of Competence: **Yes – adopted at the meeting on 10th May 2023 (Ref: 287)**

There were no tenders during the year that exceeded the £30,000 Public Contract Regulations threshold.

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 – ZA771848 Expiry 28/07/2024

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.

Privacy Policy published: Yes

Insurance was in place for the year of audit. The Risk Assessment and Internal Controls were reviewed at a meeting held on 13th March 2024 (Ref: 367 i, ii, iii, iv & v).

The Council have good 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.

Fidelity Cover: £250,000

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: **Yes**

Website: www.burstall.suffolk.cloud

- a) all items of expenditure above £100
Published – Yes
- b) annual governance statement (By 1 July)
2023 Annual Return, Section One Published – Yes
- c) end-of-year accounts (By 1 July)
2023 Annual Return, Section Two Published – Yes
- d) internal audit report (By 1 July)
2023 Annual Return, Section Four Published – Yes
- e) list of councillor or member responsibilities
Published – Yes
- f) the details of public land and building assets (By 1 July)
Published – Yes
- g) minutes, agendas and meeting papers of formal meetings
Published – Yes

The Council have met the requirements of the Transparency Code for smaller councils.

Under **The Local Audit (Smaller Authorities) Regulations 2015 9(6 & 7)** a smaller council having certified itself as an Exempt Authority must publish on their website:

Certificate of Exemption

Certificate of Exemption Published - Yes

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** a council is required to display AGAR's for the five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website. Please be advised that this should be part of your AGAR publication requirements.

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes

Period of Exercise of Public Rights

Published 11th April 2023 Start Date 5th June 2023 End Date 14th July 2023

Budgetary controls	<p>Verifying the budgetary process with reference to council minutes and supporting documents</p> <p>Precept: £7,193 (2023 / 2024) Date: 9th January 2023 (Ref: 257iii) Precept: £10,530 (2024 / 2025) Date: 10th January 2024 (Ref: 348v)</p> <p><i>Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly 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.</i></p>
Income controls	<p>Precept and other income, including credit control mechanisms</p> <p><i>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.</i></p>
Petty Cash	<p>Associated books and established system in place</p> <p><i>A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.</i></p>
Payroll controls	<p>PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment</p> <p>PAYE System in place: Yes – PAYE Tools Employer PAYE Reference: 475/UA57820 P60's issued: Yes</p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. All supporting paperwork is in place and a P60 has been produced as part of the year-end process. The Council has not joined the LGPS / NEST pension scheme.</i></p> <p><i>It is noted that the Council undertook a review of salaries at a meeting held on 10th January 2024 (Ref: 348iii).</i></p>
Asset control	<p>Inspection of asset register and checks on existence of assets Cross-checking on insurance cover</p> <p><i>A separate asset register is in place. Values are recorded at cost value. The total value of assets is recorded at £6,560. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.</i></p>

Bank Reconciliation	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>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.</i></p> <p><i>Reconciled Bank Balance as at 14th March 2024 was confirmed as:</i></p> <p><i>Lloyds Treasurers £11,928.25</i></p>
Reserves	<p>General Reserves are reasonable for the activities of the Council Earmarked Reserves are identified</p> <p><i>The Council have adequate general reserves of £11,928.25.</i></p>
Year-end procedures	<p>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.</p> <p><i>End-of-year accounts are prepared on a Receipts & Payments basis.</i></p>
Sole Trustee	<p>The Council has met its responsibilities as a trustee</p> <p><i>The Council is a Trustee of the Coronation Corner Recreation Ground (Charity No 304721)</i></p> <p><i>The last annual submission of the accounts for the year ending 31st March 2022 was on 16th November 2022.</i></p>
Internal Audit Procedures	<p><i>The 2023 Internal Audit report was considered by the Council at a meeting held on 10th May 2023 (Ref: 293).</i></p> <p><i>A review of the effectiveness of the Internal Audit was carried out on 12th July 21023 (Ref: 307).</i></p> <p><i>Heelis & Lodge were not appointed as Internal Auditor at a meeting held during the year of Audit.</i></p> <p><i>Recommendation (1):</i> <i>It is a requirement to appoint the Internal Auditor and record the decision in the minutes of the meeting.</i></p>
External Audit	<p><i>The Council formally approved the 2023 AGAR at a meeting of the full Council held on 10th May 2023 (Ref: 291 i & ii)</i></p> <p><i>The Council declared themselves Exempt from External audit for the 2022-2023 financial year.</i></p>

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 10th May 2023. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- 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 the quality of documentation presented in the Audit File.

Dave Crimmin

Dave Crimmin PSLCC

Heelis & Lodge

17th April 2024

HEELIS&LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

INVOICE

To:

Burstall Parish Council
24 Church Crescent
Sproughton
Ipswich
IP8 3BJ

Invoice No: HLD2308
Date: 17th April 2024

Details	Quantity	Amount (£)	Total (£)
To carry out Year-end Internal Audit for Burstall Parish Council for the year ended 31 March 2024.	1	130.00	130.00
Pick-up and return courier service	2	20.00	40.00
Total			170.00

Please make cheques payable to: Heelis & Lodge

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

Terms – 14 days

Thank you.

HEELIS&LODGE

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