

Annual Internal Audit Report 2021/22

Haddenham Parish Council

<https://www.haddenham-bucks-pc.gov.uk/> ABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

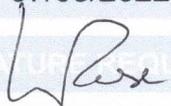
21/05/2021 29/11/2021 07/03/2022

Name of person who carried out the internal audit

EM Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED



Date

05/06/2022

*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).

Haddenham Parish Council

Financial Year 2021-22



IAC Audit and Consultancy Ltd

Visit date: 5- June -2022

Year End Internal Audit Observations

H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Assets purchased / disposed of have been added to / removed from asset register	<i>It is not clear that all items purchased by the Council during the year have been added to the asset register, for example Office Furniture, posted to account code 4385, and Conference Equipment posted to account code 4712.</i>	The Council to review the asset register and consider whether all items purchased during the year, which should be recorded as assets, have been included in the Asset Register.	High	I have checked and all office furniture and AV equipment is listed on the Office tab on the asset register

I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Bank reconciliations have been signed and dated as evidence of independent review (Year End)	<i>As at the date of the Internal Audit the year end bank statements had not been signed and dated as evidence of independent review.</i>	Prior to the approval of the Accounting Statements the year end bank statements should be signed and dated as evidence of independent review.	Medium	Done at the Finance & Governannce Committee meeting 06/06/22

Haddenham Parish Council

Internal Audit Summary 2021-22

Interim Audit Date: 29/11/2021

Year End Audit Date 05/06/2022



Internal Control Objective	Negative Analysis					Responses				Recommendations
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
A <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	0	0	0	0	0	5	0	0	0	0
B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	0	0	0	0	0	35	0	3	0	0
C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	0	0	1	0	1	6	2	0	3	2
D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	0	0	0	0	0	11	0	3	1	0
E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	0	0	0	0	0	12	0	10	0	0
F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	0	0	0	0	0	0	0	9	0	0
G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	0	0	0	0	0	13	0	10	0	0
H <i>Asset and investments registers were complete and accurate and properly maintained.</i>	0	1	0	0	0	4	1	4	1	1
I <i>Periodic bank account reconciliations were properly carried out during the year.</i>	0	0	2	0	0	10	2	4	0	2
J <i>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.</i>	0	0	0	0	0	5	0	4	0	0
K <i>If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"</i>	0	0	0	0	0	0	0	3	0	0
L <i>If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.</i>	0	0	0	0	0	0	0	7	0	0

Internal Control Objective		Negative Analysis					Responses				Recommendations
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
M	<i>The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	0	0	0	0	0	5	0	0	0	0
N	<i>The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	7	0	1	0	0
O	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	0	0	0	0	0	4	0	1	0	0
Total		<u>0</u>	<u>1</u>	<u>3</u>	<u>0</u>	<u>1</u>	<u>117</u>	<u>5</u>	<u>59</u>	<u>5</u>	<u>5</u>