

## **Biddenham Parish Council Internal Audit Report 2021-2022**

### **Internal Audit Carried out 16 May 2022 by Karen Julie Betts**

I confirm I am independent and a competent person to carry out this Audit.

I have no connections, involvement in or responsibility for the financial decision making, management or control of Biddenham Parish Council.

I understand basic book-keeping and accounting processes, the role of internal audit in reviewing systems, awareness of relevant risk management issues, and an understanding of proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities. I am a Parish Council Clerk with fifteen years' experience.

As requested, I carried out an Internal Audit on the Parish Council's financial and administrative procedures on 16 May 2022 when I examined the Council's financial records and Council Minutes for the financial year 2021/2022 following the procedures set out in the JPAG publication Governance and Accountability for Smaller Authorities in England, March 2022.

My comments are as follows and are set out in accordance with the criteria laid down in the Annual Return, in summary:

A.	Appropriate accounting records have been kept properly throughout the year	Yes
B.	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Yes
C.	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
D.	The precept or rates required resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for	Yes
F.	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for	N/C
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.	Yes
H.	Asset and investment registers were complete, accurate and properly maintained.	Yes
I.	Periodic bank account reconciliations were properly carried out.	Yes
J.	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts & payments or income &	Yes

	expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors & 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.	Not Covered
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.	Yes
M.	The authority during the previous year (2020-2021) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations	Yes
N	The authority has complied with the publication requirements for 2020/2021 AGAR	Yes
O.	Trust funds (including charitable). The council met its responsibilities as a Trustee.	N/A

## Summary

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The purpose of the internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

I confirm that on the basis of the records and documents I examined, the Council complies with the relevant procedures and controls which I would expect to be in operation during this financial year and, in particular, with the provisions of the Accounts and Audit Regulations 2015.

The Clerk submitted the required information and I confirm I have further no concerns or recommendations.

Julie Betts, Internal Auditor  
16 May 2022