



Bayston Hill Parish Council

Internal Audit 2022/23

JDH BUSINESS SERVICES LTD

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

INTERNAL AUDIT REPORT BAYSTON HILL PARISH COUNCIL

The internal audit was carried out by undertaking the following tests in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved, and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements

The interim internal audit provides evidence to support the annual internal audit conclusion in the AGAR Annual Return for local councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The risk assessment was not reviewed, updated and approved during the 2022/23 financial year.	<i>The risk assessment should be reviewed, updated and approved every financial year.</i>	<i>Error – approved 17th April</i>
2	The SCRIBE information provided for internal audit with respect to staff costs (BOX 4 AGAR accounts) contained a number of inconsistencies. The SCRIBE AGAR annual return analysis disclosed a figure of £93009, the SCRIBE detailed analysis of staff costs totalled £94009, and the income and expenditure account showed a total staff cost expenditure of £95118.54 with an income code for staff costs of £500.	<i>The council must review the SCRIBE information for staff costs and ensure any necessary adjustments are processed to give a consistent and accurate disclosure of staff costs in the SCRIBE nominal ledger. The final agreed figure for staff costs should be included in box 4 of the AGAR accounts.</i>	<i>The clerk reviewed the SCRIBE ledger and reconciled the staff costs difference as the final year end process.</i>
2022/23 interim internal audit			
1	No evidence is provided by the unitary authority to support the calculations for energy charges levied on the parish council for street lighting. In addition, we were informed that preliminary work by	<i>The council should request supporting calculations for energy charges from the unitary authority including the number of streetlights used in the calculations.</i>	<i>Ongoing. Street light survey to Services Committee June 19th 2023</i>

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	the clerk reviewing streetlight inventories indicates the parish council listing of streetlighting assets does not agree with that of the unitary authority	<i>The council should investigate differences between the parish and unitary council's streetlighting inventories and ensure the correct number of streetlights owned by the parish council is agreed, recorded in the fixed asset register, and used in energy calculations.</i>	
2	Financial checks have not been carried out by councillors for any of the quarters to date in 2022/23 using the internal checklist for income and expenditure.	<i>Internal financial checks for samples of expenditure and income should be carried out regularly by the nominated councillors.</i>	<i>Now being done monthly.</i>
3	<p>Policies/procedures review:</p> <ul style="list-style-type: none"> - The council currently has no adopted reserves policy - There is no internal data breach register adopted for recording any personal data breaches. 	<p><i>The council should adopt a reserves policy that defines earmarked reserves and sets the requirements for minimum levels of general reserves.</i></p> <p><i>A data breach register should be implemented.</i></p>	<p><i>Adopted Jan 2023</i></p> <p><i>Register now on shared drive</i></p>
2021/22 year end internal audit			
1	The General Fund balance is disclosed in the Balance Sheet as £25,409 with Earmarked reserves of	<i>The council should review the level of earmarked reserves (EMR) disclosed in SCRIBE and in the EMR spreadsheet and</i>	<i>See 2022/23 interim internal audit issue 3.)</i>

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	<p>£387108.75. This level of General Funds is 14.5% of the precept which is below the minimum recommended level of 25% of the precept.</p> <p>We were provided with a detailed spreadsheet analysis of earmarked funds but these did not agree to the total earmarked fund disclosed in the Balance Sheet of £387108.75.</p>	<p><i>ensure adjustments are made so the ledger agrees to supporting approved EMR records. The council should ensure that the General Fund/Reserve levels are at least 25% of the precept as recommended by sector guidance.</i></p>	
2	<p>The fourth quarter VAT claim of £3034.05 did not agree to the Balance Sheet year end VAT debtor of £3028.87.</p>	<p><i>The difference between the Balance Sheet VAT debtor and the outstanding fourth quarter VAT claim should be reviewed to identify whether there has been an under/over claim of VAT.</i></p> <p><i>Year end procedures should include an agreement of the outstanding VAT claim(s) to the balance sheet VAT debtor and any differences investigated.</i></p>	<p><i>Complete</i></p>
2021/22 interim internal audit			
1	<p>The Financial regulations require the following with respect to budgetary control:</p>	<p><i>The accounting software provider should be consulted to ensure the software can produce a budgetary control report that</i></p>	<p><i>Implemented – regular budgetary control reports are provided to</i></p>

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	<p>4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.</p> <p>The budgetary control information that is presented to the council is sourced from the SCRIBE ledger and the report shows the annual budget and the spend/income to date. However, the information does not contain projected spend/income to date so it does not allow council to review whether there is actual under or over spend compared to the budgeted spend/income to date. There are no written explanations provided to council of material variances as defined in section 4.8 of the FRs.</p>	<p><i>includes budgeted spend or income to date compared to actual spend or income to date and project outturn.</i></p> <p><i>Written explanations for material variances from budget as defined in the Financial Regulations should be provided with all budgetary control reports presented to council.</i></p>	<p><i>council, including where required explanations for significant variances.</i></p>
2	<p>The Highline contract ended in 2020 but was rolled over due to the pandemic situation at the time. We</p>	<p><i>The council should ensure compliance with the procurement requirements of the Financial Regulations. All contract</i></p>	<p><i>Recommendation Outstanding – there is no signed contract in place with the provider.</i></p>

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	<p>have seen no evidence of a written contract for this supply or evidence in the minutes that the council authorised the extension of the contract. Financial Regulations state the following:</p> <p>11 h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.</p>	<p><i>extensions must be authorised by council and recorded in the minutes.</i></p>	
3	<p>VAT</p> <p>1.) We were informed that the council may undertake a sports hall project in the medium /long term. Therefore, the council and staff will need to understand the implications of the VAT partial exemption rules for local councils and secure specialist VAT guidance before</p>	<p><i>Before undertaking a sports hall project the council should secure written advice from a public sector VAT consultant to ensure they are clear from the outset as to whether any VAT incurred on the project is wholly or partially irrecoverable.</i></p>	<p><i>See 2022/23 interim internal audit</i></p>

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	<p>undertaking any significant contract of this type, as there is a risk for premises that provide VAT exempt services that the VAT incurred in construction may be partially or wholly irrecoverable.</p> <p>2.) Our invoice sampling for community hall room hire identified that VAT is sometimes charged in the invoice by bookings staff. The council has not opted to tax these supplies so they are VAT exempt i.e. no VAT should be charged for the supply of these services. The clerk had identified the errors and corrected them within the SCRIBE system but the invoices to the customers still contained a VAT charge which means they are incorrect.</p>	<p><i>Staff should receive training in which council services are standard rated, non-business or exempt from VAT.</i></p>	
4	<p>The fees and charges schedule is dated 2016 and we could see no evidence in the minutes that the council fees and charges have been formally reviewed annually as</p>	<p><i>The council schedule of fees and charges should be reviewed annually and the minutes should provide a record of this review.</i></p>	<p><i>Implemented</i></p>

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	<p>required by the Financial Regulations:</p> <p>9.3. The council will review all fees and charges at least annually, following a report of the Clerk.</p>		
5	<p>Transfers between the Unity current and deposit accounts were not authorised by council which is a breach of section 8.8 of the Financial Regulations:</p> <p><i>8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).</i></p>	<p><i>Bank transfers from the current account to any other deposit or other short term or long term investment account must comply with the authorisation requirements of the Financial Regulations, including transfers to CCLA public sector deposits..</i></p>	<p><i>Implemented</i></p>