

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

Updated – 09 October 2023

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	October
	Independent Scrutiny to be undertaken and reported on (agenda item)		
	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.	
	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	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.	
C	Increase Insurance cover from £10,000 to reflect revised asset register	Insurance updated – confirmation email from Zurich. – COMPLETED	Minute Ref: 23/24 – 040 - a
	Undertake a financial and management risk assessment to cover all council activities at least annually		
	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	
	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	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.	
	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	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 - COMPLETED	
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.	
	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.	
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.		
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	Oct
	Insurance levels should be reviewed as a matter of urgency	Policy updated = COMPLETED	Minute Ref: 23/24 – 040 - a
I	Bank Recs – Independent scrutiny should be implemented and documented.		
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	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	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	Minute Ref: 23/24 – 040 - a
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