

Internal Audit Report for Brettenham and Kilverstone Parish Council for financial year 2020/21

Accounting Procedure

Accounts are prepared on a receipts and payments basis. Totals in the accounts agreed with totals in cash book.

A sample examination of the computer spread sheet receipt and payment records show that they are regularly maintained, correct and regularly balanced. All payments are supported by invoices. Expenditure is approved by the full council at parish council meetings. Bank statements are reconciled monthly and annually.

VAT on payments has been correctly recorded and reclaimed.

Risk Management

The activities of the council have been consistent, and an Annual Review of Internal Controls was reviewed and adopted on 4 May 2021.

Standing Orders & Financial Regulations

Standing Orders and Financial Regulations were reviewed and adopted in May 2021 and are appropriate for the needs of the council.

Budget & Precept

The budget was thoroughly discussed, and the annual precept was assessed and agreed by full council in February 2021.

Petty Cash

No petty cash system is currently operated.

Salaries & HMRC returns

The employee's monthly salary and expenses are paid in accordance with Council approvals. The Chairman uses HMRC Basic PAYE Tools to report salary. PAYE and NI requirements are correctly applied.

Income

Income is from Precept and VAT reclaim.

Asset Controls

The council reviews the council assets on a regular basis and any anomalies are reported at council meetings.

To summarise the clerk has produced clear and concise accounts for the council throughout the year and produced an accounts statement for the financial year ending 31 March 2021.

The Internal Audit was carried out by a Zoom meeting. The Parish Clerk had sent over the cashbook and completed AGAR prior to the meeting. Various invoices were inspected by Zoom and the Internal Auditor also used the parish council website to check minutes.