

Laceby Parish Council

Internal Audit Checklist

Name of Council	Laceby	Name of Clerk	Nicola Ashton
No of Councillors	8/10 seats	Name of RFO (if not Clerk)	
Quorum	4	Precept	£41,631
Electorate	2708	Gross budgeted income	£98,500

1. Bookkeeping			
Ledger maintained and up to date?	Yes		All made available for checking – no issues identified
Arithmetic correct?	Yes		Still using Scribe (accounting software) so no issues with the arithmetic.
Evidence of Internal Control?	Yes		Continued with the process is emailing to councillors; discussed at the meeting and minuted for confirmation of discussion.
VAT evidence, recording and reclaimed?	Yes		£1,530.97 reclaimed in May
Payments supported by invoices, authorised and minuted?	Yes		Invoices filed with relevant months. Summary document produced giving simple overview. Signed by Chair.
S137 separately recorded and within limits?	Yes		£1,100 paid in total.
S137 expenditure of direct benefit to electorate?	Yes		£1,000 to Laceby Community Collective £1100 to Poppy Appeal.

2. Due Process			
Standing Orders adopted?	Yes		No change
Standing Orders reviewed at Annual Meeting?	Yes		Evidence of discussion and agreement April 2023 meeting.
Financial Regulations adopted?	Yes		Continuation with full financial regulations
Financial Regulations tailored to Council?	Yes		No changes needed to existing regulations
Adequate internal controls for payments?	Yes		Evidenced documentation for all payments. The control process has remained as follows: discuss; propose payment then signed off and payment made.
List of members interests held?	Yes		List updated for existing councillors and new councillors generate list on inception.
Agendas signed, informative and published with 3 clear days' notice?	Yes		Displayed on notice board (have been some issues with this but that's been outside of the council's control), listed on website and emailed to councillors
Purchase orders/confirmations raised for all expenditure?	Yes		Proposed expenditure discussed at meeting, two quotes provided (where possible) then

			discussed and agreed at meeting. Before payment made must have receipt of invoice and an inspection of the works needs to have been carried out.
Legal powers identified in minutes and or cashbook?	Yes		Evidenced by minutes.
Committee Terms of Reference and reviewed?	Yes		Personnel Committee is the only one.

3. Risk Management			
Does scan of minutes reveal any unusual activity?		No	No concerns raised.
Annual risk assessment carried out?	Yes		Year end assessment carried out and minted.
Insurance cover in place and appropriate?	Yes		Remaining with current provider for now.
Evidence of annual insurance review?	Yes		Minuted when discussed at meeting.
Internal financial controls documented and evidenced?	Yes		Financial controls reviewed annually, multi authorisation needed, and a printout of the payment needed for records.
Minutes initialled each page and overall signed?	Yes		Random selection of minutes reviewed all signed and initialled where relevant.
Regular reporting of bank balance?	Yes		Banking reported quarterly for balancing purposes but also being discussed monthly.

4. Budget			
Annual budget to support precept?	Yes		Sent through before audit, giving plenty of time for review.
Has budget been discussed and adopted by Council?	Yes		Covered in the January minutes.
Any reserves earmarked?	Yes		Same as previous: : £6,348 for the cemetery; £10k general use; £45k for churchyard and walls and another £10k for emergencies
Any unexplained variances from budget?		No	None.
Precept demand correctly minuted?	Yes		January 2024

5. Payroll - Clerk			
Contract of employment?	Yes		No change to Clerk or contract from last year.
Tax code issued?	Yes		Using BR tax code as main employment held elsewhere.
PAYE/NI evidenced?	Yes		Continuing using the services of Smethurst for this.
Has Council approved salary paid?	Yes		Paid standard clerk pay.
Any other payments reasonable and approved by Council?	Yes		Usual agreed allowance for mileage and small petty cash items.

6. Payroll - Other			
Contracts of employment?	Yes		All correct.
Does Council have public liability cover?	Yes		Employer and PI cover in place.
Tax codes used?	Yes		Using Smethurst so all coordinated correctly.
Minimum wages paid?	Yes		Paid national living wage.
Pension obligations met?	Yes		Below pension minimums.
Complaints procedures in place?	Yes		Held in HR files.

7. Asset Control			
Does Council keep a register of all material assets owned?	Yes		Provided before the audit for review.
Is asset register up to date?	Yes		End March 2024.
Value of individual assets included?	Yes		Yes – seen with each asset allocated a reference number.
Inspected each year and reviewed?	Yes		Evidence seen.
Records of deeds, articles etc. kept?	Yes		All copies held.

8. Cemetery			
Are bookings recorded and handled appropriately?	Yes		Separate register used, this shows booking, specific requests/requirements and payments due/received. Ongoing cloud backups. Old records are also being updated to ensure accuracy.
Are payments recorded and actioned?	Yes		Shown through bookings recordings.
Are regulations complied with including PC's own rules and regulations?	Yes		Being adhered to and ongoing reviews if needed.

9. Allotments			
Are tenancy agreements issued yearly?	Yes		New agreements issued at start of year. Continued with the stated assumption that payment of fees meant agreement to terms.
Are rents collected appropriately and banked?	Yes		Most paid by BACS (preferred method) but still a few insisting on paying by cheque or cash.
Are the PC's own regulations complied with?	Yes		Agreed Feb 2023. Individual plots insured via the allotment association. Some stricter rules implemented giving PC more power over badly run allotments.

10. Bank Reconciliations			
IS there a bank rec for each account?	Yes		Statements issued monthly but full reconciliation carried out quarterly.
Reconciliations carried out at least quarterly?	Yes		Evidence seen in meeting minutes.
Any unexplained balancing entries in reconciliation?		No	None

11. Year End Procedures			
Year end accounts prepared on correct accounting basis?	Yes		All produced by the Scribe accounting software. All pages signed/initialled.
Bank statements and ledger reconcile?	Yes		Evidence seen.
Underlying financial trail from records to presented accounts?	Yes		Evidence seen.
Has Council agreed, signed and minuted sections 1 and 2 of the Annual Return?		No	To be signed at June meeting when internal audit is discussed

12. Miscellaneous			
Have points raised at last audit been addressed?	Yes		Staff pensions, but all below the minimum.
Has the Council adopted a Code of Conduct after July 2012?	Yes		In place.
Are all electronic files backed up?	Yes		Cloud.
IS GDPR being complied with?	Yes		Existing GDPR rules still adhered to but discussions always taking place regarding anything new.
Do arrangements for public inspection of Council's records exist?	Yes		Appointments can be made at a neutral venue, but most documents now made available on the council website.
Is the Councils gross annual turnover less than £25k (net of VAT) and if so, has it complied with the Smaller Authorities Regulations 2015?			N/A

Any further additional comments/ notes from Auditor:

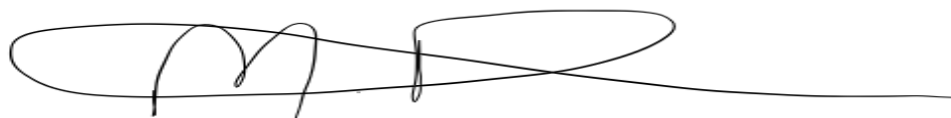
Once again, very happy with the audit and the help and openness of Nicola. Everything needed was provided at the and could be re-confirmed via the website. Again, no major changes improvements needed.

Clerk informed me of issues with the previous AGAR form and her error. This caused the external auditor to look deeper into the council, but no issues were found, so this shows council are doing things correctly. Outcome being they have put council down for not achieving the excise of rights last year.

Concern over the number of Chairs the council has had in the past 12 month – hopefully this will settle down and not effect the running to the council.

Internal Audit carried out by: Mark Peterson

Date: 04/06/2024



Signed:

Report sent to Council – signed by the Clerk:

Report received by Council – signed by the Chairman: