



WOOLASTON PARISH/TOWN COUNCIL
Internal auditor's report for the year ended 31 March 2022
Name of Auditor: Sally Jones

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to	a) Yes	I would recommend that Standing Orders are updated to the latest NALC Model November 2020 (available on the GAPTC website in	Standing Orders tailored to Council on website last updated/reviewed May 2018

	council? b) reviewed using the most recent version? c) minuted?	b) No b) No	Documents under S) and then reviewed and adopted by Council and minuted Annual Governance Statement Assertion 1	
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	a) Yes b) No c) No	Recommend updating to latest version of NALC Model published in August 2019 and then reviewed and adopted by Council and minuted Annual Governance Statement Assertion 1	Draft Policy on website adopted December 2003 and states that the policy was last reviewed 2018
1.3	Does the council a) give grants? b) have a grant-awarding policy?	No		Council does not give grants
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	Annual Governance Statement Assertion 2 & 3	Evidence of grass tender – November 2021 Minute reference 9.2
1.5	Code of conduct reviewed in the last 2/3 years?	No	Recommend that Code of Conduct is reviewed and minuted Annual Governance Statement Assertion 3	No evidence that a review of Code of Conduct has taken place in the last 2/3 years

2. Finance

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	No	Annual Governance Statement Assertion 3	Council not eligible to adopt General Power of Competence
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	a) Yes b) Yes	Annual Governance Statement Assertion 1 & 3	Separate S137 column on receipts and payments spreadsheet Money used in December 2021 for Christmas tree/lighting – approved November Minute Ref 9.1 up to £200
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	No	Recommend reviewing and agreeing Direct Debits/Standing Orders on an annual basis and recorded in minutes Annual Governance Statement Assertion 1	Direct Debits are used to pay Nest Pension and Plusnet
2.4	Was Petty Cash expenditure	N/A		Petty Cash not held

	approved, if any? (Objective F)		Annual Governance Statement Assertion 1	
2.5	Is all expenditure supported by VAT invoices, if applicable? (Objective B)	Yes	Annual Governance Statement Assertion 1	Invoices scanned prior to zoom meeting held on 16/2/2022
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	a) Yes b) Yes	Annual Governance Statement Assertion 1	Recorded on accounts a VAT refund received 28/7/2021; noted that no paperwork available to confirm time period this covers. Clerk has submitted a claim for current financial year 19/12/2021

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	a) Yes b) No	Recommend reviewing insurance annually to ensure that it is still fit for purpose and minuted Annual Governance Statement Assertion 5	Insurance Cover in place and certificate seen – Council has a 3-year deal in place until 2023
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	a) No b) No	Recommend that a review is taken by the Council annually on risk management and approved and then published on the website Annual Governance Statement Assertion 5	No risk management policy in place

3.3	Asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	a) No b) No but	Recommend that an Asset Register is agreed by council and then published on the website to include equipment and other items other than land and buildings Annual Governance Statement Assertion 5	No Asset Register on website, however there is a list of land and public buildings held by the Council.
3.4	Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)	a) Yes b) Yes c) Yes but ...	Recommend that if any assets are inspected that the outcome is reported and minuted at future meetings. Annual Governance Statement Assertion 5	Maintenance Issues are reported at each council meeting Example November Minutes minute reference 6.3 Councillor assigned to inspect and report back to council however nothing reported since then.
3.5	Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial Regulations/Standing Orders (Objective B)	a) Yes b) Yes c) Yes	Annual Governance Statement Assertion 2	Internal Controls evidence on 8/12/2021 signed by 2 Councillors Due to be reported to Council 10/2/2022 (no January meeting held)
3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Yes	Annual Governance Statement Assertion 1	Reported at each meeting Example Minute Reference 9.1 December 2021

3.7	Review of a) investments? b) bank mandates (signatories on bank accounts)? (Objective B/C)	a) Yes b) Yes	Annual Governance Statement Assertion 1	December meeting Minute reference 9.5 to look at Building Society Accounts Signatories confirmed October 2021 Minute Reference 7.6
3.8	If bank cards in use, are proper procedures in place? (Objective B)	N/A	Annual Governance Statement Assertion 1	No bank card in use
3.9	Are a) physical records secure? b) electronic records backed up?	a) Yes b) Yes	Annual Governance Statement Assertion 5	Physical records stored securely at Clerk's address Electronic records backed up on to a separate hard drive monthly by Chairman – Clerk backs up on to USB weekly

4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review a) prepared? b) adopted? c) minuted? (Objective D)	a) No b) Yes c) Yes	Recommend that Council states more information regarding the Budget for the year and the cost to parishioners on Band D. State the amount of the Precept request based on the budget and publish on the council website It has been noted that the new Clerk has put this in place for 2022/23 financial year with more	No evidence regarding budget and precept request in minutes December 2020 meeting Minute reference 8.1 states to agree to increase by 1.5% as previous years.

			information relating to precept.	
			Annual Governance Statement Assertion 1	
4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any? b) Were the general reserves reasonable? (Objective D)	a) No but.. b) No but..	The new Clerk has put measures in place to discuss reserves at the February 2022 meeting Annual Governance Statement Assertion 1	No details of budget for 2021/22 available to view Noted that there is an agenda item for February 2022 meeting to discuss general reserves
4.3	Was the precept demand for the year under review properly minuted in full council?	a) Yes but	The new Clerk has now put measures in place for the precept to be reviewed and recorded in the minutes for the new financial year.	Minute reference 8.1 to agree increase by 1.5% as previous years – no details of review of budget vs spend
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	a) Yes b) Yes	Annual Governance Statement Assertion 1	November 2021 minutes Minute Reference 8.4 On agenda for February 2022 meeting and copy seen of the budget monitoring form presented to council
4.5	Are any significant variances from budget reported?	No	Annual Governance Statement Assertion 2	

5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Do all staff have a contract of employment?	Yes	Annual Governance Statement Assertion 3	Contract dated 18/11/2021 viewed
5.2	Do salaries paid agree with those approved by Council? (Objective G)	Yes	Annual Governance Statement Assertion 1	In Minutes and agreed pay increase for Clerk/RFO minute reference 9.7 December 2021
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	a) Yes b) Yes		Evidence of paperwork and payments seen Clerk uses HMRC Basic PAYE to calculate
5.4	Are Councillor's allowances and expenses properly authorised & controlled, if any?	Yes	Annual Governance Statement Assertion 1	Agreed at meeting for reimbursements of any payments made for items by councillors/clerk
5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	a) Yes b) No	Recommend that this is recorded in the minutes in future Annual Governance Statement Assertion 3	Clerk has pension under Council's NEST pension scheme and payment is made by Direct Debit

5.6	Is Council a) registered with the Pension Regulator for auto-enrolment pensions? b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)	a) Yes b) Yes	Annual Governance Statement Assertion 3	Clerk has completed documentation and registered with the Pension Regulator since being in post October 2021
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6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting? (Objective J)	N/A	Annual Governance Statement Assertion 1	
6.2	Does Council as a	No but....	Ensure end of year accounts are approved by	Internal audit has taken place prior to the end

	whole consider the year-end accounts in addition to 6.5? (Objective J)		Council and minuted The end of year accounts for 2020/2021 listed on the website but I was not able to view them. Please ensure that these are made available for the public to view them. Annual Governance Statement Assertion 1	of the year however Council will review when accounts completed in March for the end of year at April meeting 2022. Copy of end of year for 20/21 seen by email
6.3	Minute confirming that council is eligible for Certificate of Exemption (only for councils with a turnover of less than £25,000) (Objective K)	N/A	Annual Governance Statement Assertion 1	
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Yes	Annual Governance Statement Assertion 3	July Minutes 2021 Minute Reference 6.5 (d) On website
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Yes	Annual Governance Statement Assertion 3	July Minutes 2021 Minute Reference 6.5 (e) On website
6.6	Are all sections of	Yes		On Website

	the Annual Governance & Accountability Return published on the website? (Objective L/N)		Annual Governance Statement Assertion 3	
6.7	Did council correctly provide for the exercise of public rights? (Objective M)	Yes	Recommend that the dates for the period of exercise of public rights are reported to council and minuted Annual Governance Statement Assertion 4	On Website
6.8	Previous internal audit report reviewed by council and action taken where recommended?	No but.....	Recommend that Council reviews Internal Audit for 2021/22 when received and that it is recorded in the minutes with any recommendations discussed and agreed Annual Governance Statement Assertion 7	No evidence that the Internal Audit Report for 2020/21 was discussed by council and any recommendations taken into consideration
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	No	Recommend Council record any audit reports and minute any agreed actions Annual Governance Statement Assertion 7	Mentioned in October meeting minute 7.7 still awaiting final report from PKF Littlejohn, however not recorded in the minutes when report received by Council

7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
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7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	No	Recommend that GDPR policies for both Staff & Councillors and Public are put in place and then published on the website Annual Governance Statement Assertion 3	No evidence of GDPR policy in place for Staff & Councillors or Public
7.2	Is the Council a Managing Trustee?	N/A	Annual Governance Statement Assertion 9	
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	N/A	Annual Governance Statement Assertion 9	
7.4	Website Accessibility Statement on website home page?	No	In line with legislation, I recommend that the Council has a statement on their website and that access is available to relevant aspects of this. Advice regarding website accessibility can be found on the GAPTC website Annual Governance Statement Assertion 3	Website does not have a statement
7.5	Did council formally appoint GAPTC as the Internal Auditor?	Yes	Recommend that Council confirms that the Internal Auditor is competent and independent of Council when appointing them Annual Governance Statement Assertion 6	November minutes Minute reference 8.6
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of	Yes No but	Clerk is currently dealing with Exclusive Rights of Burials certificate as they are in place, but documentation not yet found regarding this.	The Clerk advised and presented during the zoom meeting an up-to-date register of burials. The Council has a separate committee that deals with Cemetery issues looking at pricing and policies and any concerns are reported

	Exclusive Rights of Burials certificate completed?		Annual Governance Statement Assertion 3	back to each meeting, example October 2021 item 6.4. The undertaker deals with requests and then payment is sent to the Council by cheque with paperwork.
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8. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence
8.1	Minutes: a) DPIs or other interests recorded? b) published on website in draft form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	a) Yes b) Yes c) Yes	Recommend that minutes have the Draft status removed on the website once they have been agreed by Council. Annual Governance Statement Assertion 3	All Minutes state the opportunity for Councillors to declare any interests at the beginning of the meeting Minutes published on website Signed minutes sighted during zoom call on 16.2.2022
8.2	List of members' responsibilities (Objective L) and interests held and published on	a) Yes b) Yes	Annual Governance Statement Assertion 3	On website under Parish Representatives

	the website?			
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Yes	Annual Governance Statement Assertion 3	Evidence seen on website
8.4	Summons issued in proper format?	Yes	Annual Governance Statement Assertion 3	Evidence on website