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The Members of Brimpton Parish Council
c/o Mrs C McGarvie
Clerk to Brimpton Parish Council
71 Pelican Road
Pamber Heath
Tadley RG26 3EL

28th April 2022

Dear Ladies and Gentlemen

Internal Audit Report for the year ended 31st March 2022

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015. In April 2022 I reviewed the financial systems and controls for the year to date, together with the financial statements and annual return.

My internal audit testing was based on the guidelines included in the revised NALC Governance & Accountability Practitioners Guide. The internal controls in place were confirmed and a series of tests using the financial records, vouchers, minutes, previous audit reports etc were conducted to establish the effectiveness of these controls.

Overall conclusion

Generally, the financial records are well maintained and appear complete and fit for purpose. The control systems and procedures appear efficient and effective. There are no matters that I need to draw to your attention.

Detailed report (structured around the questions in the annual internal audit report in the Annual Governance & Accountability Return)

As part of the testing I checked:

- A. Appropriate accounting records have been properly kept throughout the year**
 - The accounts have been maintained in an Excel spreadsheet which is quite adequate for councils of this size. The accounting records have been kept up to date.
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for**
 - The cashbook was reviewed for the year. A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found.
 - The Council has a corporate credit card for use by the clerk. This is paid in full by direct debit each month.

- C. Council has proper risk assessment & management procedures**
- Council minutes were scrutinised
 - Insurance cover is obtained from Zurich who offer a Local Councils policy.
 - Standing Orders were updated in May 2021. The Financial Regulations were updated in July 2020 and reapproved in May 2021.
 - A monthly finance report showing receipts and payments and a bank reconciliation is taken to Council each month.
 - The Risk Assessment has been reviewed and will be approved in May 2022 prior to the approval of the AGAR.
- D. The Precept resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate**
- The report for the budget for 2022-23 was reviewed and the process appeared thorough. The budget setting process included a review of reserves held by the Council and once again led to a zero precept request.
 - Regular reports showing income and expenditure against budget were provided to the Council.
- E. Expected income was received, recorded and banked; VAT appropriately accounted for**
- The Excel spreadsheet was reviewed
 - The CIL receipt was agreed to Council minutes and bank statements
 - The VAT claim for the year was reviewed.
- F. Petty Cash expenditure supported**
- No petty cash is maintained by Brimpton Parish Council
- G. Payroll properly prepared, authorised and PAYE/NI requirements fulfilled**
- Payroll is prepared in house using the HMRC basic tools package. No problems were identified.
 - Back pay following the late announcement of the increase to the nationally agreed payscale was paid in the following financial year.
- H. Fixed assets register properly reflects the Council's assets**
- The fixed asset register is maintained in Excel. Additions purchased in the year have been correctly added.
- I. Periodic and year-end bank reconciliations properly carried out**
- The bank reconciliations were reviewed. These are reviewed and initialled by a councillor.
- J. Accounting statements and annual return**
- The financial statements, annual return and supporting documentation for the annual return were reviewed and agreed to the cashbook.
 - The accounting statements were prepared on the correct basis.
 - An adequate audit trail from underlying records exists.
- K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt**
- The Council did meet the exemption criteria in 2020/21 and correctly declared itself exempt.

L. The authority publishes information on a free to access website up to date at the time of the internal audit in accordance with any relevant Transparency Code requirements

The Council published the necessary information for the year ended 31st March 2021 as shown below.

Item	Compliant?
All items of expenditure > £100	All payments are published All receipts are also published
End of year accounts	Yes, all documents available including the variance analysis and the end of year bank reconciliation
Annual governance statement	Yes
Internal audit report	Yes
List of councillor responsibilities	Yes all councillors are listed and the Chairman is identified
Details of public land & building assets	The fixed asset register is published on the website.
Minutes, agendas & meeting papers of formal meetings	Yes, these are all available

The payments for the year hadn't been published at the time of my review but the deadline for publication is 1st July 2022 so this information can be added to the website once the AGAR has been approved and before the deadline.

M. During summer 2021 this authority has correctly provided the proper opportunity for the exercise of public rights

- The Council provided the opportunity for the exercise of public rights for the correct number of days, within the correct timeframe and this was advertised correctly on the website.

N. The authority has complied with the publication requirements for 2020/21 AGAR (as per AGAR Page 1 Guidance Notes)

- Yes the Council published all the documents listed on page 1 of the AGAR at the correct time.

O. The council met its responsibilities as a trustee of trust funds

- Not applicable – the Council is not a trustee of any trust funds

I trust that these comments are self-explanatory, but please do not hesitate to contact me if you would like further details.

Yours faithfully



Claire Connell