

Annual Internal Audit Report 2021/22

St Keyne & Trewidland Parish Council

www.stkeynetrewidlandpc.org.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
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. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

03/05/2022 08/05/2022

Name of person who carried out the internal audit

Linda Coles

Signature of person who carried out the internal audit

Linda Coles

Date

08/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



LJC Bookkeeping Services

The Firs
Lower Metherell, Callington
Cornwall PL17 8BJ
Tel no: 01579 350962

8th May 2022

INTERNAL AUDIT REPORT 2021/2022 – ST KEYNE AND TREWIDLAND PARISH COUNCIL

I have completed the internal audit for March 2022 and signed the Annual Report in accordance with my findings. Testing was carried out as appropriate in line with the Accounts and Audit Regulations 2015.

- **Precepts Budgets and Reserves**
The Precept has been set after consideration of a budget and the level of free reserves. The receipt of precept is recorded in the ledger and on the bank statements. **No issues**
- **Other income**
Other income was tested against supporting documentation and traced to bank statements and ledger. **No issues**
- **Staff Costs**
The Clerk's salary was tested to agree with the minutes. PAYE is being accounted for in the appropriate manner. **No issues**
- **Payments**
Payments were supported by invoice and VAT has been properly recorded and reclaimed. **No issues**
- **Bank Reconciliations**
Bank reconciliations and ledger checks are regularly carried out and recorded in the minutes. **No issues**
- **Asset Register**
Following discussion with the Clerk and satisfactory explanation the Asset Register was restated for 2020/21 and updated for 2021/22. **No issues**
- **Insurances**
The insurance cover in place was reviewed and appears adequate. Fidelity guarantee cover is adequate based on Audit Commission guidance. **No issues**

Linda Coles
Internal Auditor