**Internal Auditor Report**

**2023-24**

**Fringford Parish Council**

**Oxfordshire**

**Bridget Knight CiLCA PSLCC**

May 2024

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Introduction.

An internal audit of Fringford Parish Council’s Governance and Internal Controls was undertaken as part of the audit for 2023-24.

A review of controls and systems including sample testing has been undertaken to ensure compliance and proper management. The process has included sample testing of transactions to help identify risks and weaknesses.

The matters raised in the report are only those that came to attention during the internal audit work, this is based on the information provided and documents reviewed and does not give a guarantee that material errors, loss or fraud does not exist.

Scope of Internal Audit.

The internal controls of Fringford Parish Council have been reviewed for 2023-24.

The following areas have been covered:

* Bookkeeping.
* Payments.
* Internal Controls.
* Expected income – including proper recording.
* Petty Cash (if applicable).
* Payroll.
* Asset Controls.
* Bank Reconciliations.
* Accounting Statements.
* Trust Funds (if applicable).
* Local Government Spending Powers.
* Policies.
* Minutes.
* Any outstanding audit actions.

Findings and Actions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal Audit Section** | **Function** | **Findings** | **Recommendations** |
| A | Accounting Records | Excel.  | None. |
|  |  |  |  |
| B | Financial Regulations | Payments were supported by invoices. Expenditure was approved and VAT accounted for, and VAT will be claimed this year.  | None. |
|  |  |  |  |
| C | Risk Assessments | The council has an adopted risk management policy reviewed May 23.  | None. |
|  |  |  |  |
| D | Precept | The precept was decided through the budgetary process, approved by full council in January. | None. |
| D | Budgets | Budget was set in January and reviewed regularly. | None. |
| D | Reserves | Explained. | None. |
|  |  |  |  |
| E | Income Controls | Income was received as expected and accounted for. | None. |
|  |  |  |  |
| F | Petty Cash | None. |  |
|  |  |  |  |
| G | Payroll  | Payments to staff and HMRC are shown. | None. |
|  |  |  |  |
| H | Assets | The asset register is maintained and updated.  | None. |
|  |  |  |  |
| I | Bank Reconciliations | Bank reconciliations are prepared monthly and presented to council.  | None. |
|  |  |  |  |
| J | Accounting Statements | Correct accounting basis and agree to cash book. | None. |
|  |  |  |  |

Findings and Actions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal Audit Section** | **Function** | **Findings** | **Recommendations** |
| K | Exemption  | Qualified last year. Not exempt this year.  | None. |
|  |  |  |  |
| L | Website | Public Rights not shown. | None. |
|  |  |  |  |
| M | Period of public rights | Public Rights not shown. | None. |
|  |  |  |  |
| N | Publication requirements | AGAR shown PC website. | None. |
|  |  |  |  |
| O | Trust Funds | N/a | None. |
|  |  |  |  |

Other items.

|  |  |
| --- | --- |
| Local Government Spending Powers. | Decisions are taken properly in public meetings and spending powers are considered responsibility. |
|  |  |
| Policies. | The Financial Regulations and Standing Orders adopted by the Council are on the local authorities website. |
|  |  |
| Members pecuniary interests. | Not on PC website. |
|  |  |
| Minutes. | Minutes are available on the Council’s website for residents to read. |
|  |  |
| Annual Meeting. | Annual meeting of the Parish Council is held correctly in May, with council representatives agreed and reports received.  |
|  |  |
| Review of internal audit for last year | No issues noted. |
|  |  |
| Qualifications from previous year | None. |
|  |  |
| External audit for last year. | No matters raised. |
|  |  |
| Year End Process. | All income and expenditure has been correctly accounted with grant income shown.  |
|  |  |
| Financial Statements. | Council balances have been reported correctly. |
|  |  |
| Annual Review | Forms prepared.  |
|  |  |
| Insurance | Insurance is correctly in place and council has agreed adequate. |
|  |  |
| Risk Assessments | Risk management policy reviewed 2023.  |

Summary.

Fringford Parish Council, Oxfordshire has effective financial controls and an audit trail.

This is based on the internal audit and sample testing.

Bridget Knight CiLCA PSLCC

May 2024