

Annual Internal Audit Report 2021/22

MONKSILVER PARISH COUNCIL
Parish: Monksilver.org

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.			N/A
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.			N/A
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.			✓

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

28/04/2022

Name of person who carried out the internal audit

SARAH WATLING

Signature of person who carried out the internal audit

Sarah Watling

Date: 28/04/2022

*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).

MONKSILVER PARISH COUNCIL
Accounts for year ending 31st March 2022

RECEIPTS

01/04/2021 Balance B/f	2877.95	VAT	
26/04/2021 Parish Precept	950.00	933.49 General Reserve	
10/12/2021 Donation fundraiser for defibrillator	442.00	373.50 Health & Wellbeing	
Total	<u>4269.95</u>	401.96 Defibrillator	
		900.00 Election costs	
		269.00 Transparency fund	
		<u>2877.95</u>	

PAYMENTS

	Chq no	
1 14/06/2022 Zurich Municipal Insurance	359	112.00
2 16/08/2022 SALC - Affiliation fee	360	32.14
3 06/12/2021 P K F Littlejohn - late submission fee	361	48.00
4 28/02/2022 Dorset & Somerset Air Ambulance donation	362	100.00
5 28/02/2022 Monksilver Parochial CC - Churchyard upkeep	363	100.00
6 28/02/2022 EMN Hall subscription 2021	364	40.00
7 28/02/2022 K J Adams - reimburse Defibrillator costs	365	1059.54
31/03/2022 Cancellation of Cheque 364 EMN Hall - disputed amount		-40.00

See email in accounts relating to Lockdown period.

Bank Statement (on-line printout)	
01/04/2022 Balance	2818.27 (22nd Feb)
unpresented	0
	<u>2818.27</u>

Total	<u>1451.68</u>
Balance in hand	<u>2818.27</u>
	<u>£4,269.95</u>

Sarah Waring 28/4/22

This account is to be confirmed correct by the Internal Auditor and will be sent to the Auditors, PKF Littlejohn LLP, London by 31st July 2022