

**CORSE PARISH COUNCIL.**  
**Internal auditor's report for the year ended 31 March 2021**  
**Name of Auditor: Margaret Highton**

**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.**

**1. Working documents**

<b>Ref</b>	<b>Test</b>	<b>Meets reqmts? Yes, No or N/A</b>	<b>Internal Auditor's comments/recommendations</b>	<b>Evidence</b>
1.1	Have Standing Orders been; a) tailored to council? b) formally adopted?	Yes		a) Website b) 03/11/2020 Item 10
1.2	Have Standing Orders been a) reviewed? b) minuted?	Yes		a) & b) 03/11/2020 Item10
1.3	Have Financial Regulations been a) tailored to	Yes		a) Website b) 03/11/2020 Item 10

	council? b) formally adopted?			
1.4	Have Financial regulations been a) reviewed? b) minuted?	Yes		a) & b) 03/11/2020 Item 10
1.5	Does the council a) give grants? b) have a grant-awarding policy?	Yes		a) Yes b) Adopted 03/03/2020 and on Website
1.6	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	N/A		
1.7	Code of conduct reviewed in the last 2/3 years?	Yes	Review date not on website	03/11/2020 Item 10

## 2. Admin

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)?	N/A		

2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits?	Yes	Recommend that statutory limit is placed on Cashbook	a) & b) Cashbook on website
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders?	Yes		Only one held - Freeola 01/09/020 Item 6.1
2.4	Was Petty Cash expenditure approved, if any?	N/A	No Petty Cash held	
2.5	Is all expenditure supported by VAT invoices, if applicable?	Yes		Sample of Transactions
2.6	VAT – a) recorded in accounts b) reclaimed?	Yes		a) Cashbook on Website b) Repayment in Cashbook on website 3/20
2.7	Purpose of loan and power identified, if applicable?	N/A	No Loans held	

### 3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy in place?	Yes		Viewed policy
3.2	Evidence of review of insurance cover to ensure still fit for purpose?	Yes	Although 3-year plan in place, Parish Council should confirm that cover is sufficient each year in case of changed circumstances	3-year plan in place – Noted 03/11/2020 Item 10
3.3	Copy of Risk Management policy seen?	Yes		On website and reviewed 03/11/2020 Item 10
3.4	Evidence that internal controls take place and are documented including bank reconciliations?	Yes		Bank reconciliation done at each meeting: 7/9/2020 Item 6.2 and 3/11/2020 Item 6.2 Quarterly Check done: 1/09/2020 Item 6.5 and 3/11/2020 Item 6.3
3.5	Does the council carry out an annual review of the effectiveness of their overall internal audit arrangements?	Yes		03/11/2020 Item 10 reviewed as part of Risk Assessment Policy
3.6	Asset register seen and reviewed regularly?	Yes		Register on website and reviewed 03/11/2020 Item 10
3.7	Evidence that	Yes		

	assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken?			a) b) & c) 05/01/2021 Item 8
3.8	Review of a) investments? b) bank mandates?	Yes		a) No investments b) 5/5/2020 Item 7.8
3.9	If credit / debit / prepaid cards in use, are proper procedures in place?	N/A	No credit or debit cards held	
3.10	Are a) physical records secure? b) electronic records backed up?	Yes	When Covid restrictions are lifted, it might be an idea to contact Gloucestershire Archives to see if they will take some of the archive material, if it is of public interest, such as Minutes.	a) Lockable Filing cabinet and archives in locked shed b) Office 365 and backed up to Memory Stick, once a month

#### 4. Transparency Code

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Minutes published on website in draft form within one month (mandatory for councils with a turnover of less	Yes		Minutes on website

	than £25,000)?			
4.2	Compliance with Transparency Code for councils with turnover of less than £25,000 and over £200,000?	Yes		All documents on website

## 5. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Was a budget properly for the year under review a) prepared? b) adopted? c) minuted?	Yes	Budget should be on website	a) Budget circulated before meeting to all councillors b) & c) 03/11/2020 Item 5
5.2	Reserves: a) Is there a reserve policy b) Were the objectives of the	a) No b) Yes		a) No Reserves Policy seen b) Reserves discussed 03/11/2020 Item 6.5 and appears on End of Year accounts on Website.

	reserves identified?			
5.3	Was the precept demand for the year under review properly minuted in full council?	Yes		03/11/2020 Item 6
5.4	Did the council regularly compare the actual income and expenditure to the budget (as detailed in the financial regulations) and evidenced in the minutes?	Yes		Financial figures sent to all councillors before meetings
5.5	Are any significant unexplained variances from budget reported?	Yes		Discussed during budget discussion: 03/11/2020 Item 5

## 6. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Do all staff have a contract of employment?	Yes		Viewed
6.2	Do salaries paid agree with those approved by	Yes		3/11/2020 6.4 Salary discussed

	Council?			
6.3	Has the Council registered as an employer with HMRC and have PAYE / NIC been properly dealt with (including year-end procedures)?	Yes		Basic PAYE Tools used and payments to HMRC viewed on Cashbook
6.4	Are Councillor's allowances and expenses properly authorised & controlled, if any?	N/A	No Councillor's allowances and expenses paid	
6.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	Yes		a) Clerk offered pension and declined b) 01/09/2020 Item 6.6
6.6	Has auto-enrolment registration with Pension Regulator been reviewed (if applicable)	Yes		2/03/2019 in Clerk's Folder



## 7. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting?	N/A	Accounts done on Receipts and Payment basis	
7.2	Does council as a whole consider the year-end accounts?	Yes		05/05/2020 Item 7.3
7.3	Minute confirming that council is eligible for Certificate of Exemption (only for councils with a turnover of less than £25,000)	Yes		05/05/2020 Item 7.6
7.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council	Yes		05/05/2020 Item 7.4
7.5	Annual Statement of Accounts, section	Yes		05/05/2020 Item 7.5

	2 of Annual Return, approved by whole council?			
7.6	Are all sections of the Annual Governance & Accountability Return published on the website?	Yes		Website
7.7	Did council correctly provide for the exercise of public rights?	Yes	Recommend that the dates for the exercise of public rights are recorded in the minutes	Website
7.8	Previous internal audit report reviewed by council and action taken where recommended?	Yes		05/05/2020 Item 7.7
7.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	N/A		

## 8. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
8.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	Yes		Website
8.2	Is the Council a Managing Trustee?	N/A		
8.3	Do trustees meet at least once a year and publish separate accounts?	N/A		
8.4	Website Accessibility Statement on website home page?	Yes		Website
8.5	Did council formally appoint GAPTIC as the Internal Auditor?	Yes	'The minute appointing the auditor should say that council has assured itself that the auditor is independent and competent'	05/01/2021 6.5
8.6	Are registers up to date for council-owned burial grounds and	N/A	No Burial Grounds	

	purchase of Exclusive Rights of Burials certificate completed?			
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## 9. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence
9.1	Minutes – DPIs or other interests recorded?	Yes		Minutes on website
9.2	Minutes initialled on each page and final page signed?	No	<p>Chairman is shielding. Clerk will take to the next meeting a motion that all minutes contain this statement:</p> <p>THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020.</p> <p>These minutes were approved by all Councillors at a virtual meeting of the Parish Council held under the above regulations during the Covid 19 lockdown period on 20th May 2020 and deemed to have been signed as of that date.</p>	
9.3	List of members' interests held and published on the website?	Yes		Website

9.4	Agendas signed and displayed 3 clear days' prior to meeting?	Yes		Website
9.5	Summons issued in proper format?	Yes		Agendas for May 2020 and January 2021 viewed