

Black Rose Solutions Ltd

Internal Audit - Report

Name of Council

Salt and Enson Parish Council

Date of Audit

27/10/2020 & 21/04/2021

Annual Return - Internal Control Objectives

A. Appropriate accounting records have been properly kept throughout the financial year.	YES
Is the cashbook maintained and up to date? yes	
Is the cashbook arithmetic correct? yes	
Is the cashbook regularly balanced? yes	
The council uses an Excel spreadsheet - no errors or omissions noted	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES
Are payments supported by invoices? yes	
Is all expenditure approved? yes	
Is VAT appropriately accounted for? yes	
Covid and remote working has made authorisation trails difficult this year. Invoices and cheques have been fully reported to meetings and circulated for authorisation, however it is good practice for the councillors authorising payments to sign/initial both the cheque stub and the invoice - as record of who signed and proof that they have reviewed the original document (in case of conflict of interest or any future disputes)	R
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
Does a review of the minutes identify any unusual financial activity? no	
Do minutes record the council carrying out an annual risk assessment? 01/07/2020	
Is Insurance cover appropriate and adequate? yes	
Are internal financial controls documented and regularly reviewed? yes	
Date of last review of standing orders 01/07/2020	
Date of last review of financial regulations 01/07/2020	

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.	YES
Do all employees have contracts or employment with clear terms and Do salaries paid agree with those approved by the council? Are other payments to employees reasonable and approved by the Have PAYE/NIC been properly operated by the council as an employer? The council runs payroll using HMRC Basic PAYE Tools Payments are approved by council Annual pay scale review was in line with NALC published amounts.	yes yes yes yes

H. Asset and investments registers were complete and accurate and properly maintained.	YES
Does the council maintain a register of all material assets owned or in its Are the assets and investments registers up to date? Do asset insurance valuations agree with those in the asset register? Insurance valuations have been reviewed and updated recently, and new assets have been added.	yes yes yes

I. Periodic and year-end bank account reconciliations were properly carried out.	YES
Is there a bank reconciliation for each account? Is a bank reconciliation carried out regularly and in a timely fashion and Are there any unexplained balancing entries in any reconciliation? Is the value of investments held summarised on the reconciliation? The bank does not issue a statement for the reserve account unless there is a transaction, The current account reconciliation is prepared and approved monthly.	yes yes no n/a

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.	YES
Are year end accounts prepared on the correct accounting basis (receipts Are debtors and creditors properly recorded?	R&P n/a
Do accounts agree with the cashbook?	yes
Is there an audit trail from underlying financial records to the accounts?	yes

K. If the authority certified itself as exempt from a limited assurance review, it met the exemption criteria and correctly certified itself exempt	YES
Income < £25k	yes
Expenditure < £25k	yes
Required Documents Published (2020)	
Certificate of Exemption	yes
Annual Internal Audit Report	yes
Section 1 - Annual Governance Statement	yes
Section 2 - Accounting Statements	yes
Analysis of Variances	yes
Bank Reconciliation	yes
Notice period - exercise of public rights	yes

L. The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	YES
Date from	21/07/2020
Date to	01/09/2020
M. Trust funds (including charitable) – The council met its responsibilities as a trustee.	N/a

Other Areas Covered

Data Protection		
Date of policy review	May-19	
ICO Registration	ZA292578	
Expiry Date	27-Nov-21	
Data Protection Policy was last reviewed in 2019, it is due to be reviewed in May 2021		

Transparency Code for Smaller Authorities (income <£25k)		YES*
All items of expenditure above £100	yes	
End of Year Accounts	yes	
Annual Governance Statement	yes	
Internal Audit Report	yes	
List of Councillor or member responsibilities	yes	
Location of public land and building assets	n/a	
Minutes, Agendas and papers of formal meetings	yes**	
Transparency code requires that draft meeting minutes be published within one month of the meeting however the minutes for the September meeting were published after 27/10/20		