

**Published information as required for the Governance and Accountability of Smaller Authorities - March 2019**

**TODDINGTON PARISH COUNCIL.**

**Internal auditor's report for the year ended 31 March 2020**

**Date of Internal Audit: Carried out remotely during March/April 2020**

**Name of Auditor: Janet Eustace**

**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 tailored to council and formally adopted?	Y	Version on website date May 2019	Website
1.2	Have Standing Orders been reviewed and minuted?	Y	Item 21 of May Meeting 2019	Website
1.3	Have Financial Regulations been	Y	Version on website dated May 2019	Website

	tailored to council and formally adopted?			
1.4	Have Financial regulations been reviewed and minuted?	Y	Item 22 of May Meeting 2019	Website
1.5	Does the council have a grant awarding policy?	NA	No grants awarded recently	Information provided by Clerk
1.6	Have items / services above the recommended amount been competitively purchased in accordance with Financial and Procurement Regulations? (LARGE COUNCILS)	Y	<p>Quotes for fencing consider December 2019 meeting show correct procedure being followed.</p> <p>Grass cutting has just been renewed. Clerk advises that this will be put out to tender next year.</p> <p>It is good practice to ensure that such contracts are subject to competitive tender every 3 years.</p>	<p>Minutes of meeting</p> <p>Information provided by clerk</p>
1.7	Code of conduct reviewed?	Y	Yes Item 18 of May Meeting 2019	Website

## 2. Admin

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of	NA	Agreed at meeting May 2019	Website

	Competence been adopted (e.g. a minute reference)?			
2.2	Is there a separate account for s.137 payments and within statutory limits?	NA	No s137 grants awarded during the year	Minutes and Accounts
2.3	Council authorisation of Direct Debit list and Standing Orders?	Y	Repayment of PWLB Loan for Village Hall is repaid automatically	
2.4	Was Petty Cash expenditure approved, if any?	NA		
2.5	Receipts issued for cash income?	NA		
2.6	Is all expenditure supported by VAT invoices, if applicable?	Y		
2.7	VAT - recorded and paid / reclaimed properly?	Y	VAT: Reclaim submitted on 9th November 2019 for £165	Minutes show repayment received by March 2020
2.8	Purpose of loan and power identified, if applicable?	Y	PWLB Village Hall	Website

### 3. Risk management

<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>
3.1	Insurance policy in place?	Y	May 2019	Minutes
3.2	Evidence of review of insurance cover to ensure still fit for purpose?	Y	May 2019	Minutes
3.3	Copy of Risk Management policy and Risk Assessment seen?	Y	October 2019	Minutes
3.4	Evidence that internal controls take place and are documented	Y	November 2019	Minutes
3.5	Asset register seen and reviewed regularly?	Y	Reviewed May 2019.	Minutes
3.6	Evidence that assets have been inspected for risk, reported in minutes and actions undertaken?	Y	Full asset inspection reported to Council November 19	Minutes
3.7	Review of investments, including bank accounts?	N	Clerk has advised that this should be considered at May 2020 Council meeting.	Information from Clerk

3.8	Is 'two councillor signatures' rule applied for payment orders?	Y	Not been able to carry out a physical check due to current restrictions.	
3.9	If credit / debit / prepaid cards in use, are proper procedures in place?	NA		
3.10	Electronic and physical records backed up?	Y	There is an Encrypted memory stick. The laptop is backed up. Chairmen holds second back up on memory stick and this is updated regularly	Minutes.

#### 4. Transparency Code

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Details of public land and building assets on website (if applicable)?	Y	2019 Asset register is on the website.	Website
4.2	Minutes published on website in draft form within one month (mandatory for councils with a turnover of less than £25,000)?	Y	Minutes published on website but note that sample viewed are marked as draft even though they have been approved. Recommend that once Minutes have been approved, they should be shown as such on the website.	Website

4.3	Compliance with Transparency Code for councils with turnover of less than £25,000 and over £200,000?	Y	Fully met. There is a very informative website.	Website
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## 5. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Was a budget properly prepared, adopted and minuted?	Y	Item 138 of November Council meeting	Minutes
5.2	Were the objectives of the reserves identified?	NA	Balances represent a little more than half precept.	AGAR
5.3	Was the precept demand properly minuted in full council?	Y	Item 139 Of November Council meeting	Minutes

5.4	Did council regularly review bank reconciliations and reconcile them with the cash book?	Y	Example recorded in minutes of November 2019 meeting	Minutes
5.5	Did the council regularly compare the actual income and expenditure to the budget (as detailed in the financial regulations) and evidenced in the minutes?	Y	Example recorded in minutes of November 2019 meeting	Minutes
5.6	Are any significant unexplained variances from budget reported?	Y	Example recorded in minutes of November 2019 meeting where Cllrs agreed to vire funds to cover shortfall.	Minutes

## 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?	Y	Reviewed in January. Will require updating in June due to salary increase	Advice received from Clerk
6.2	Do salaries paid agree with those	Y	Clerk salary was reviewed in March 2020. Pay in line with agreed figure	Minutes

	approved by Council?			
6.3	Has the Council registered as an employer with HMRC and have PAYE / NIC been properly dealt with (including year-end procedures)?	Y	Use PATA Payroll	Minutes.
6.4	Minimum wage paid?	Y	Clerk paid in line with recommended scale.	Minutes
6.5	Are Councillor's allowances and expenses properly authorised & controlled, if any?	NA		
6.6	Pension provision – eligible employees offered pension scheme and outcome minuted?	N	Clerk is not enrolled. She has completed one year in employment and will arrange a review soon.	Information provided by the Clerk
6.7	Has auto-enrolment registration with Pension Regulator been reviewed (if applicable)	N	Recommend that council checks that it is registered with the Pension Regulator	

## 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?	NA		
7.2	Council as a whole to consider the year-end accounts?	Y	May meeting 2019	Minutes
7.3	Annual Governance Statement, section 1 of Annual Return, approved by whole council	Y	May meeting 2019	Minutes
7.4	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council?	Y	May meeting 2019	Minutes
7.5	Are all sections of the Annual Governance & Accountability Return published on the website?	Y	Listed under 'procedures'. Council to consider a new page on the website for Financial information.	Website
7.6	Previous internal audit report	Y	May 2019 accepted internal auditor's comments.	Website

	reviewed by council and action taken where recommended?			
7.7	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	NA		

## 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?	Y	Yes. Policies on website dated July 2018. Recommend should be reviewed during 2020.	
8.2	Is the Council a Managing Trustee?	N		
8.3	Do trustees meet at least once a year	NA		

	and publish separate accounts?			
8.4	Did council formally appoint GAPTC as the Internal Auditor?	Y	March 2020 meeting	Minutes

## 9. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	For use by Council
9.1	Minutes – DPs or other interests recorded?	Y	Interests correctly recorded	Minutes
9.2	Minutes initialled on each page and final page signed?		Original minutes not seen due to current restrictions	
9.3	List of members' interests held and published on the website?	Y	Link on website to District Council website where interests are recorded	Website
9.5	Agendas signed and displayed 3	Y		Website

	clear days' prior to meeting?			
9.6	Summons issued in proper format?	Y	Agendas meets all legal requirements	Website

## 10. Sampling

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
10.1	Is income properly recorded and promptly banked and receipts issued for cash income?	Y	Financial details and reconciliations provided to Council show receipts dealt with in timely fashion.	Minutes
10.2	Audit trail for selected sample transactions?	Y	Limited check carried out due to Covid 19 restrictions	
10.3	Are registers up to date for council-owned burial grounds and purchase of Exclusive Rights of	NA		

Burials certificate completed?			
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