

# HEELIS&LODGE

## Local Council Services • Internal Audit

### **Internal Audit Report for Clopton Parish Council – 2022/2023**

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £10,801.19      Expenditure: £8,538.95      Reserves: £9,291.21

#### AGAR Completion:

Section One: **Yes - unsigned**

Section Two: **Yes - unsigned**

Annual Internal Audit Report 2022/2023: **Yes**

Certificate of Exemption: **Yes**

**Proper book-keeping**      Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year end accounts.*

*The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.*

**Financial regulations**      Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place: **Yes**

Reviewed: **19/5/2022 (Ref: 041/22)**

Financial Regulations in place: **Yes**

Reviewed: **19/5/2022 (Ref: 040/22)**

VAT reclaimed during the year: **Yes (31/3/2022)**      Registered: **No**

General Power of Competence: **No**

*There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.*

## Risk Assessment

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: Yes  
Data Protection registration: Yes (Ref: ZA537781)

### **Data Protection**

*The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.*

Privacy Policy published: Yes

*Insurance was in place for the year of audit. The Risk Assessment, including Internal Controls, was reviewed at a meeting held on 19/5/2022 (Ref: CPC040/22).*

*The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.*

Fidelity Cover: £25,000

*The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.*

## Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: Yes

Website: [www.clopton.onesuffolk.net/clopton-parish-council](http://www.clopton.onesuffolk.net/clopton-parish-council)

- a) all items of expenditure above £100  
*Published – Yes – contained within the minutes*
- b) annual governance statement (By 1 July)  
*2021 Annual Return, Section One Published – Yes*
- c) end of year accounts (By 1 July)  
*2021 Annual Return, Section Two Published – Yes*
- d) internal audit report (By 1 July)  
*2021 Annual Return, published – Yes*
- e) list of councillor or member responsibilities  
*Published – Yes*
- f) the details of public land and building assets (By 1 July)  
*Published – Yes*
- g) minutes, agendas and meeting papers of formal meetings  
*Published – Yes*

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP  
Tel: 07732 681125  
Email: [heather@heelis.eu](mailto:heather@heelis.eu)

Heather Heelis Dip HE Local Policy FILCM  
Lynne Lodge Dip HE Local Policy

*The Council have met the requirements of the Transparency Code for smaller councils.*

Under **The Local Audit (Smaller Authorities) Regulations 2015 9(6 & 7)** a smaller council having certified itself as an Exempt Authority must publish on their website:

Certificate of Exemption

*Certificate of Exemption Published - Yes*

Notice of period for the exercise of public rights

*Published – Yes*

Period of Exercise of Public Rights

Start Date **13/6/2022**

End Date **22/7/2022**

**Budgetary controls**  
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £5,550 (2023-2024)

Date: 19/1/2023 (Ref: CPC008/23)

Precept: £4,750 (2022-2023)

Date: 21/1/2022 (Ref: CPC006/22)

*Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

**Income controls**

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements. Fees were reviewed at a meeting held on 19/5/2022 (Ref: CPC040/22).*

**Petty Cash**

Associated books and established system in place

*A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.*

**Payroll controls**

PAYE and NIC in place where necessary.

Compliance with Inland Revenue procedures

Records relating to contracts of employment

PAYE System in place: **Yes**

Employer's Reference: **120/YA56819**

P60s issued: **Yes**

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

*The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and a P60 has been produced as part of the year end process.*

*It is noted that the Council undertook a review of salaries at a meeting held on 17/11/2022 (Ref: CPC099/22).*

## **Asset control**

Inspection of asset register and checks on existence of assets  
Cross checking on insurance cover

*A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £15,837. The figure in the asset register does not correspond with the figure in Section 2, Box 9 of the AGAR which is recorded at £17,168.*

**Recommendation:** *To identify where the figure of £17,168 comes from and either update the asset register or amend Section 2, Box 9. It is noted that the 2022 asset register figure was £15,837 plus an attached note stating the addition of the Memorial Fund of £1,519.13. This tallies with the 2022 AGAR figure.*

## **Bank Reconciliation**

Regularly completed and cash books reconcile with bank statements

*All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.*

*Bank Balances at 31 March were confirmed as:*

Barclays Current	xxxx1179	£3,585.12
Barclays Premium	xxxx4616	£1,724.34
Barclays Premium ME	xxxx5334	£182.08
Yorkshire BS	xxxx1907	£5,205.06

## **Reserves**

General Reserves are reasonable for the activities of the Council  
Earmarked Reserves are identified

*The Council have adequate general reserves (£7,675.03) and have identified earmarked reserves (£1,616.18) in their year end accounts.*

## **Year-end procedures**

Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*End of year accounts are prepared on a Receipts & Payments basis.*

**Sole Trustee**

The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

**Internal Audit Procedures**

*The 2022 Internal Audit report was considered by the Council at a meeting held on 19/5/2022 (Ref: 043/22).*

*A review of the effectiveness of the Internal Audit was carried out on 19/5/2022 (Ref: CPC040/22) as part of the Council's risk management process.*

*Heelis & Lodge were appointed as Internal Auditor at a meeting held on 19/5/2022 (Ref: 043/22).*

**External Audit**

*The Council formally approved the 2022 AGAR at a meeting of the full Council held on 19/5/2022 (Ref: CPC040/22).*

*The Council declared themselves Exempt from External audit for the 2021-2022 financial year.*

**Additional Comments/Recommendations**

- The Annual Parish Council meeting was held on 19/5/2022. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and for the quality of presentation of the documents provided for the audit.



**Heather Heelis**  
**Heelis & Lodge**

1 May 2023

# HEELIS&LODGE

Local Council Services • Internal Audit

[www.heelisandlodge.co.uk](http://www.heelisandlodge.co.uk)

## INVOICE

**To:**

Clopton Parish Council
------------------------

Invoice No: HL9314
--------------------

Date: 1 May 2023
------------------

Details	Quantity	Amount (£)	Total (£)
To carry out Internal Audit for Clopton Parish Council for the year ended 31 March 2023	1	85.00	85.00
Total			85.00

Please make cheques payable to: Heelis & Lodge

Bank Details: Account 02539349 Sort Code 72-00-00

Terms – 14 days

Thank you.

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: [heather@heelis.eu](mailto:heather@heelis.eu)

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy