

# **Warbleton Parish Council – Internal Audit Report – Summary of issues raised and proposed actions – Update 30<sup>th</sup> November 2020**

Issue raised	Proposed action	Proposed timescale
<b>A . Appropriate Accounting Record</b>		
1. (A1) Cash book to be updated after each payment made/monies received and reconciled to bank account	Chairman of F&GP Committee to review cashbook on monthly basis and report any issues to Full Council	18 <sup>th</sup> Monthly – <b>ongoing- currently no issues</b>
<b>B. Financial regulations , documentation and approvals</b>		
2. (B1) Update Standing Orders and Financial Regulations	Based on NALC model agreement	<b>Completed</b>
3. (B2) Minutes of Annual Statutory Meeting to be completed	Minutes produced	<b>Completed</b>
4. (B2/B6) Annual accounts and Annual Return (AGAR) to be approved by Council	Council to debate and agree at July meeting. Minutes to record approval to annual accounts and AGAR 3 form	<b>Completed</b>
5. (B4) Improve reporting of reserves and CIL balances	Parish Clerk to incorporate into monthly budget monitor and to provide any explanation for changes to reserves	Ongoing – Monthly. Report on reserves at FGP Committee 8/12/20
6. (B6) Publish Notice of Public Rights	Timetable to be approved at July Council meeting. Proposed Notice of Public Rights to be published on 1 <sup>st</sup> September	<b>Completed</b>
<b>C. Risk</b>		
7. (C1) Loss of cash book and accounting data	Review as part of risk register, agree mitigating actions and present to Council for approval	<b>Completed -Risk register approved October 2020</b>
8. (C2) Update and review risk register	Determination of a new risk register is currently underway. Will be reviewed by F&GP and presented to full Council	<b>Completed -Risk register approved October 2020</b>
9. (C2.1) Risk – Annual return	All councillors to receive a copy of Annual Return	<b>Completed</b>
10. (C4) No Asset Register	Parish Clerk has begun to compile an Asset Register based on historic records and councillor knowledge	<b>Completed Draft presented to Council in October 20. Approved at Council in November 20</b>

<b>D. Budgeting and Precept</b>		
11. (D1/D2) Income and reserves	Ensure budget process reviews income/reserves and records any outcome	Agenda item for FGP 8/12/20 and presented to Council in January 2021
12. (D2.1) Treatment of VAT	Ensure VAT not included in budgeted income/spend but is considered for reconciling cash flows	Agenda item for FGP 8/12/20 and presented to Council in January 2021
13. (D3) Use of current year forecast	Project current year expenditure as part of budget process and demonstrate within minutes	Agenda item for FGP 8/12/20 and presented to Council in January 2021
<b>E. Receipts</b>		
14. (E) Report any HMRC/PAYE refund as a credit to costs	None required	N/a
<b>G. Employee Costs</b>		
15. Demonstrate that payroll and employee records are in good order	Sample checks by F&GP Chairman	On going quarterly - no issues
<b>H. Assets</b>		
16. (H1/2/3/4) Asset register	See item 10. Ensure Insurance Policy covers any assets on Register	Completed - Draft presented to Council in October 20. Approved at Council November 20
<b>I. Bank reconciliations</b>		
17. (I1/2) Ensure monthly and annual bank reconciliation undertaken and reported to Council	Parish Clerk to complete and present to each full Council meeting	Monthly - ongoing
18. (I3) Bank Mandate	Review annually	Complete – next review April 2021