

**Internal Audit Report  
Longcot Parish Council  
Oxfordshire.**

**Internal Audit Final Report  
2019-2020**

**10<sup>th</sup> February 2020**

This document remains the intellectual property of Arrow Accounting and may not be copied, or used without their prior written approval Use of any material within this document must be accredited to Arrow Accounting .



## Report Index

- 1. Introduction**
- 2. Scope of the Internal Audit.**
- 3. Findings, recommendations and action plan.**
- 4. Internal Auditors summary report.**

### Introduction

**An internal audit review of Longcot Parish Council's Financial controls for 2019/20 has been undertaken by Arrow Accounting. The work covered was a key control review of the systems in place for ensuring an adequate level of Governance and Financial control. Previous recommendations were followed-up.**



# Scope of the Internal Audit

The review included the following:-

- o Bookkeeping Arrangements.
- o Payments in relation to Financial Regulations.
- o Review of Internal Controls.
- o Budgetary Controls.
- o Expected Income fully received and properly recorded.
- o Petty Cash levels and payments supported and approved.
- o Payroll Controls, salaries & fees.
- o Asset Controls.
- o Bank Reconciliations.
- o Accounting Statements.
- o Trust Funds (If applicable).
- o Review and completeness of audit action plans.
- o Review of External Audit recommendations made in the previous year.
- o Review of Section 1 of the Annual Return and the Financial Statements.
- o Compliance with the Transparency Act.
- o Auditors Summary.



# Findings, recommendations and action plan

Process	Annual Return Section	Findings	Recommendations	Action Planned
Bookkeeping Arrangements	A	Appropriate books of account have been properly kept throughout the year. Well maintained with sound audit trails.	None	N/A
Councils Financial Regulations have been met in regard to expenditure.	B	The Councils Financial Regulations have been met in that appropriate authorisations have been given for each level of expenditure.	None	N/A
		Financial Regulations checked. No Issues.	None	N/A
		Payments were supported by Invoices, expenditure was approved and VAT was appropriately accounted for.		
Expenditure testing completed satisfactory. Appropriate Vat submissions checked satisfactorily.				

# Findings, recommendations and action plan

<b>Process</b>	<b>Annual Return Section</b>	<b>Findings</b>	<b>Recommendations</b>	<b>Action Planned</b>
<b>Review of Internal Controls.</b>	<b>C</b>	<p>The Council has assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p> <p>Risk Assessment confirmed and completed satisfactorily.</p> <p>Level of Fidelity Insurance is at appropriate level.</p> <p>Review of Internal Audit completed for 2018/19</p> <p>Statement of Internal Controls completed satisfactorily.</p>	<b>None</b>	<b>N/A</b>

Process	Annual Return Section	Findings	Recommendations	Action Planned
<p>Budgetary Controls (Precept requirement)</p> <p>Budgetary Controls (Budget monitoring)</p> <p>The final Outturn is in line with expectations.</p>	D	<p>The Annual precept requirement resulted from an adequate budgetary process.</p> <p>Progress against the Budget was not regularly monitored.</p> <p>The Final Outturn was materially in line with expectations.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
Income controls	E	<p>Expected Income was fully received and properly recorded.</p> <p>Income test completed satisfactorily.</p>	None	N/A
Petty cash controls	F	Petty cash was not operated by the Council.	None	N/A

Process	Annual Return Section	Findings	Recommendations	Action Planned
Payroll controls	G	Salaries to employees and allowances to members were paid in accordance with council approvals. PAYE and NI requirements were properly applied.	None	N/A
Asset Controls	H	The Asset register has correctly recorded all material Assets. The correct basis of valuation has been applied.	None	N/A
Asset Controls	H	Additions in the year have been correctly recorded within the Cash Book and Register	None	N/A
Asset Controls	H	All appropriate Deeds and Titles have been established and shown on the Register.	None	N/A

Process	Annual Return Section	Findings	Recommendations	Action Planned
Bank Reconciliations	I	Periodic and year-end bank account reconciliations were properly carried out.	None	N/A
Accounting Statements	J	Correct accounting basis used and reconciled to the Cash Book.  Receipts & Payments	None	N/A
Trust Funds (If applicable)	K	The Parish Council does not operate as a Trustee for any external body.	None	N/A



Process	Criteria	Findings	Recommendations	Action Planned
<b>Review of Internal audit action plan has been considered and actioned?</b>	<b>Good Practice</b>	<b>Recommendations made in the previous year 2018/19.</b>	<b>None</b>	

Process	Criteria	Findings	Recommendations	Action Planned
<p>External Audit recommendations have been considered and actioned.</p> <p>Qualifications made, if any have been addressed in 2019/2020.</p>	<p>Good Practice</p>	<p>No Recommendations made in the previous year 2018/19.</p> <p>Exempt from Audit</p> <p>There were no qualifications to address.</p>	<p>None</p> <p>None</p>	<p>N/A</p> <p>N/A</p>

Process	Criteria	Findings	Recommendations	Action Planned
Accounting Statements agreed and reconciled to the Annual Return	<p>Section 1 of the Annual Return</p> <p>Part 1 of the Annual return is complete and accurate and reconciles to the statement of accounts.</p>	The accounting statements in this annual return present fairly the financial position of the council and its income and expenditure.	None	N/A

Process	Criteria	Findings	Recommendations	Action Planned
<b>Compliance with the Transparency Act.</b>	<b>1) Expenditure over £100 is recorded on the Council Web-Site and with all information requirements.</b>	<b>Compliant</b>	<b>None</b>	<b>N/A</b>
	<b>2) Annual Return published on the Web-Site.</b>	<b>Compliant</b>	<b>None</b>	<b>N/A</b>
	<b>3) Explanation of significant variances.</b>	<b>Compliant</b>	<b>None</b>	<b>N/A</b>
	<b>4) Explanation of difference between Box 7 &amp; 8 if applicable.</b>	<b>Compliant</b>	<b>None</b>	<b>N/A</b>
	<b>5) Annual Governance Statement recorded.</b>	<b>Compliant</b>	<b>None</b>	<b>N/A</b>

Process	Criteria	Findings	Recommendations	Action Planned
Compliance with the Transparency Act. (Contd)	1) Internal Audit Report Published.	Compliant	None	N/A
	2) A List of Councillors responsibilities.	Compliant	None	N/A
	3) Details of Public Land and Building Assets.	Compliant	None	N/A
	4) Minutes & Agendas	Compliant	None	N/A

# Internal Auditors Summary Report

Longcot Parish Council has an electorate in the region of 400, and the precept for 2019/2020 was set at £7,400.

Overall, the Council has sound arrangements in place to satisfy itself that its systems of internal financial control are both adequate and effective. There are approval and authorisation controls and there is a clear audit and management trail for financial transactions.

**Phil Hood**

**Arrow Accounting**

**(Internal Audit)**

**10<sup>th</sup> February 2020**

