



**CAM PARISH/TOWN COUNCIL**  
**Internal auditor's report for the year ended 31 March 2023**  
**Name of Auditor: Mary Leonard**

**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.**

**NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.**

**1. Council working documents**

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council?	Y		Checked section 3F and 3 G and 3L

	b) reviewed using the most recent version? c) minuted?	Y Y	Annual Governance Statement Assertion 1	Checked section 18. May 2022 Annual meeting FC.22.008.
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	Y Y Y	Annual Governance Statement Assertion 1	Checked section 3 and 4. Viewed online 18/01/2023 . May 2022 Annual meeting FC22.008.
1.3	Does the council a) give grants? b) have a grant-awarding policy?	Y Y	Recommend a date to be put on the policy of when it was adopted plus a date for renewal	Grant Form 2022 viewed online. Grants Policy - adopted by Full Council on 7th April 2021. Minute Reference FC.20.520 Minutes viewed online 18/01/2023
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Y	Annual Governance Statement Assertion 2 & 3	Viewed tender process online and discussed with the Clerks. Happy all-in order. Website shows all the tenders processes.
1.5	Code of conduct reviewed in the last 2/3 years?	Y	Annual Governance Statement Assertion 3	May 2022 Annual Meeting FC22.008 SDC Version

## 2. Finance

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	Y	Annual Governance Statement Assertion 3	FC.21.019 19 May 2021  Viewed minutes Annual meeting 19/05/2021
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	N/A	Annual Governance Statement Assertion 1 & 3	
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Y	Annual Governance Statement Assertion 1	Viewed Annual Minutes May 2022 FC 22.012 Regular payments and method and time of payments reviewed list attached to minutes. Viewed online 18/01/2023
2.4	Was Petty Cash expenditure approved, if any?	N/A	Annual Governance Statement Assertion 1	Clerk confirmed petty cash is not operated. No sign of petty cash in accounts.

	(Objective F)			
2.5	Is all expenditure supported by VAT invoices, if applicable? (Objective B)	Y	Annual Governance Statement Assertion 1	Viewed online.
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	Y Y	Annual Governance Statement Assertion 1	Viewed in the accounting system. Vat claimed W/C 7/02/23 Oct – Dec.

### 3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	Y Y Y	Annual Governance Statement Assertion 5	May 2022 FC22015 review of insurance cover May 2022 FC22014 review of the Asset Register.
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	Y Y	I would advise that the policy should be available. Along with the risk assessment sheet. However, it is clear that there is a policy and an assessment being carried out.  Annual Governance Statement Assertion 5	Viewed Risk assessment sheet on website on website. The Risk assessment sheet is available, but I would advise that the policy should also be available. The Policy adopted in 2021 is on the website but this I no longer attached to the assessment sheet.

				May 2022 Annual meeting FC22.008
3.3	Asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	Y  Y	Annual Governance Statement Assertion 5	Annual meeting May 2022 Minute FC.22.014  Viewed Asset Register dated 27/04/2022 on line 18/01/2023
3.4	Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)	Y  Y	Annual Governance Statement Assertion 5	Reviewed February 2022 Viewed online 18/01/23. Viewed Risk Assessment which states assets viewed.  FPGP February 2022 Minute FP2021.052  None noted
3.5	Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial Regulations/Standing Orders (Objective B)	Y Y Y	Annual Governance Statement Assertion 2	This is a monthly item. Full details are attached to the minutes online. I viewed a sample. Viewed a selection of minutes January 2023 FC22.205 October 2022 FC22.134
3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Y	Annual Governance Statement Assertion 1	Considered monthly. viewed a sample. Documents attached with the minutes. January 2023 FC22.205

3.7	Review of a) investments? b) bank mandates (signatories on bank accounts)? (Objective B/C)	Y Y	Annual Governance Statement Assertion 1	Investments FC 22.139 Oct 2022 Amounts held reviewed and recommendations made.  Signatories reviewed May 2022 minute FC.22.010
3.8	If bank cards in use, are proper procedures in place? (Objective B)	Y	Annual Governance Statement Assertion 1	Lloyds Bank credit card limited to £1000, Checked payments list. Happy all in order.
3.9	Are a) physical records secure? b) electronic records backed up?	Y Y	Annual Governance Statement Assertion 5	Locked Office and cupboard only clerk has the key to  Backed up to Cloud MS365

#### 4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review a) prepared? b) adopted?	Y Y		Prepared by Finance committee with recommendations to FC  Viewed December 21 minutes FC21.153

	c) minuted? (Objective D)	Y	Annual Governance Statement Assertion 1	
4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any? b) Were the general reserves reasonable? (Objective D)	Y	<p>Advise that the amount of general reserve is reviewed as is on the high side and perhaps some of it transferred to earmarked with set objectives.</p> <p>Annual Governance Statement Assertion 1</p>	<p>May 2022 minutes FC22.026</p> <p>.</p> <p>Precept £291,085 should be 3- 12 moths of expenditure FPGP.2022.46 September FPGP December 2022 – signed copy attached to mins General £212,000 Earmarked 416,496</p> <p>Budget £361085</p> <p><b>Earmarked reserves – 392,214.55</b> £352,250.50 carried over from 2021 and a further £39,964.05 Cil received so far this year). Earmarked is set for projects identified, attached a copy of the EM reserves list for your attention.</p> <p><b>General reserves carried over £253,710.04</b> <i>(approved use of £70,000 to achieve this years budget reducing the precept requirement)</i></p> <p>FSCs protection is only eligible for £85k if the annual budget is less £419,787. The Clerk has confirmed the eligibility with current bank for this current year but noted the risk of holding too high an amount in account without the protection.</p> <p>It was RESOLVED that:</p> <ul style="list-style-type: none"> <li>Account 1 – remain in place until better interest rates can be sourced. Several</li> </ul>

				<p>companies contacted but no account yet sourced. - £162,180 (interest rate 0.15% = 250.00)</p> <ul style="list-style-type: none"> <li>• Bank T2 – reduce amount to £100,000 in account for day to days workings (0%)</li> <li>• Bank Savings instant access - £200,000 (0.65% could yield an interest of £1072)</li> </ul>
4.3	Was the precept demand for the year under review properly minuted in full council?	Y		January 2022 minutes FC21.152. Full details of budget and Precept figures stated in the minutes.
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	Y  Y	Annual Governance Statement Assertion 1	On the agenda monthly. Viewed a sample, Details included with minutes online January 2023 FC22.207 October 2023 FC 22.134
4.5	Are any significant variances from budget reported?	Y	Annual Governance Statement Assertion 2	See above the comparison of the budget is done monthly and fully discussed

## 5. Payroll

Ref	Test	Meets reqmts?	Internal Auditor's comments/recommendations	Evidence
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		Yes, No or N/A		
5.1	Do all staff have a contract of employment?	Y	Annual Governance Statement Assertion 3	5 staff including Clerk all have contract Joanne Edwards 30/05/22 Viewed online
5.2	Do salaries paid agree with those approved by Council? (Objective G)	Y	Annual Governance Statement Assertion 1	Joanne Edwards payment and payslip reviewed for Nov 2022 Expenses £!8.00 for flowers play ground opening
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	Y Y		Viewed bank statement payment 8/12 /22. PAYE Payments made monthly. Viewed year end details for previous year.
5.4	Are Councillor's allowances and expenses properly authorised & controlled, if any?	N	Annual Governance Statement Assertion 1	Councillors rarely claim. Chairmans allowance of £250. Rarely accessed.
5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	Y Y	Annual Governance Statement Assertion 3	All staff in LGPS Joanne offered and accepted.  Minutes FC.21.179 – (can send you approved recruitment pack if required) Staffing – Number 6 Highlighted Minute sent by Clerk

5.6	Is Council a) registered with the Pension Regulator for auto-enrolment pensions? b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)	Y  Y	Annual Governance Statement Assertion 3	Under review deadline 15/05/23

## 6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting? (Objective J)	Y	Annual Governance Statement Assertion 1	Viewed 2021/22 debtor report no debtors outstanding

6.2	Does Council as a whole consider the year-end accounts in addition to 6.5? (Objective J)	Y	Annual Governance Statement Assertion 1	Looking at 2021/22 May 2022 minutes FC22.027 Viewed online 19/01/2023
6.3	Minute confirming that council is eligible for Certificate of Exemption (only for councils with a turnover of less than £25,000) (Objective K)	N/A	Annual Governance Statement Assertion 1	
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Y	Annual Governance Statement Assertion 3	Looking at 2021/22  May 2022 minutes FC22.028 Viewed online 19/01/2022
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Y	Annual Governance Statement Assertion 3	Looking at 2021/22 May 2022 minutes FC22.029 Viewed online 19/01/2022
6.6	Are all sections of the Annual Governance & Accountability	Y		Viewed online 19/01/2022

	Return published on the website? (Objective L/N)		Annual Governance Statement Assertion 3	
6.7	Did council correctly provide for the exercise of public rights? (Objective M)	N	Recommend that the dates for the period of exercise of public rights in 2021 are also reported to council and minuted.  Annual Governance Statement Assertion 4	Looking at 2021/22 May 2022 minutes FC22.030 Viewed online 19/01/2022.  Viewed on website 06/02/23
6.8	Previous internal audit report reviewed by council and action taken where recommended?		Annual Governance Statement Assertion 7	March 2022 FC 21.196 viewed 06/-2/2023 online
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	Y	Annual Governance Statement Assertion 7	External Audit report on website dated 27/08/2022.  Sept minute FC22/107 viewed online 05/02/23

## 7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Policies in place for compliance with GDPR, such as Data Protection	Y	I would recommend that there is a date of review on this policy.	Adopted November 2022. Viewed on line 25/01/23

	Policy for Staff & Councillors and for the public?		Annual Governance Statement Assertion 3	
7.2	Is the Council a Managing Trustee?	NO	Annual Governance Statement Assertion 9	Council not trustees confirmed by clerk. No evidence to the contrary on investigating website
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	N/A	Annual Governance Statement Assertion 9	
7.4	Website Accessibility Statement on website home page?	Y	Annual Governance Statement Assertion 3	Viewed online 19/01/2023
7.5	Did council formally appoint GAPTC as the Internal Auditor?		Recommend that Council confirms that the Internal Auditor is competent and independent of Council when appointing them Annual Governance Statement Assertion 6	Sept 2022 FC 22.108
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?	N/A	Annual Governance Statement Assertion 3	Not a burial authority

## 8. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence
8.1	Minutes: a) DPs or other interests recorded? b) published on website in draft form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	Y  N/A	Annual Governance Statement Assertion 3	Viewed a selection of minutes May 2022 Sept 22 Oct 2022. There is an item monthly but on each of these months the minute records no interests.  Viewed via Zoom
8.2	List of members' a) responsibilities (Objective L) and b) interests held and published on the website?	Y  Y	Annual Governance Statement Assertion 3	Viewed online 19/01/2023  Link to SDC website Viewed 19/01/2023
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Y	Annual Governance Statement Assertion 3	January meeting 4/01/2023 agenda issued 23 <sup>rd</sup> December 2022 3 clear day missing BH and day of meeting and date of issue achieved. Viewed 19/01/23
8.4	Summons issued in proper format?	Y	Annual Governance Statement Assertion 3	Viewed January 2023 agenda. Viewed online 19/01/2023

