

GRAFFHAM PARISH COUNCIL

INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2021

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2020/2021 has recently been completed. The audit included all financial transactions for the period 1 April 2020 to 31 March 2021 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

FINDINGS

- 1) Monies paid and received during the year have been accurately recorded, authorised and reconciled to the bank and cash balances
- 2) The accounting records, minutes, and other financial information were found to be in good order. Financial Regulations and Standing orders have been reviewed and updated in the year. Risk assessments are due to be reviewed at the next Parish Council meeting
- 3) The accounting and other records were well maintained, accurate and correctly cross-referenced

- 4) I reviewed the Council website to ensure that the Local Government Transparency Code 2015 had been correctly implemented and adhered to. Receipts and payments schedules were only posted onto the website up to 15 January 2021. None have been displayed on the website since the previous clerk resigned.
- 5) I reviewed the accounting statements and supporting documents for the Katherine Maud Guillod Fund, to ensure that the Parish Councillors met their responsibilities as Trustees
- 6) The Parish Council acts as sole trustee for the Graffham Recreation Ground. I reviewed the accounting statements, to ensure that the Parish Council met its responsibilities as Sole Trustee

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material* respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be above average, and accurately record the Council's financial position.



Rachel Hall (ACA)
27 April 2021