

## Internal Audit Report

# The Charltons Parish Council

2018/19

Box Number:	Yes/No:	Comments
A	Yes	Members receive a budget and spend to date report at each meeting.
B	Yes	All Payments approved at council meetings.
C	Yes	Risk assessment carried out May 2018
D	Yes	The Clerk produces a report and recommendation for the precept, this is monitored monthly.
E	Yes	Agreed.
F	Not Covered	The Parish Council doesn't operate a petty cash system
G	Yes	Clear, monthly, wages slip signed by the Clerk and end of year statement from HMRC
H	No	The public assets register is missing a lot of detail (See further comments in the report).
I	Yes	Agreed.
J	Yes	Agreed.
K	Yes	Agreed.
L	Not Covered	I found evidence that the council correctly advertised the public right to inspect the accounts. A copy of the notice is on the council's website. Oddly form only gives you the option to tick 'Not applicable' or I would have ticked 'Yes'
M	Not applicable	

### *Further comments / recommendations:*

Agendas & Minutes:

This are of a good standard, clearly laying out the business and recording the actions and essences of the meetings.

Annual Parish Meeting:

I suggest that the Annual Parish Meeting is not held on the same night as a Parish Council meeting. There seems to be a confusion, with the Annual Parish meeting being treated as a Parish Council meeting.

#### Exemption from External Audit:

The internal audit report, Annual Account Statement and Governance Report was received and approved by the council at its 15<sup>th</sup> May 2018 meeting, but the Council decision to exempt itself from external audit was made a month before on 17<sup>th</sup> April 2018. I consider this to be bad practice. A decision whether to submit the Council for an external audit should be taken after the Council has received and approved the reports of 15<sup>th</sup> May and thus is in possession of the full facts.

#### Payments to PCC:

The Council should consider what power it used to make the grant payment to the PCC. It is NALC's legal view that such payments are illegitimate.

#### Personnel Committee:

The Council is congratulated for having a personnel committee and taking its duty of care towards its employees seriously.

#### The Equality Act 2010:

Members are reminded that this act protects ethnic minorities from within our community from harassment or being signalled out. It should not be stated in minutes of a public body that an action was supported against just one part of the community.

#### Planning Applications:

The Council have handled a number of large planning applications in an exemplary fashion over the last year, high quality reports, extra meetings called when needed, with large community engagement.

#### Grant payments:

Youth Sports Club – Grant request missing.

Play Days – Not clear what this is? Profit company? Private for gain individual? A charity? Who was the cheque payable to? Have you seen any accounts?

#### Invoices:

All invoices must be addressed to the Parish Council for the Council to be able to reclaim VAT on them – KM Dike and Cary Traders are currently not doing so.

The Parish Council should also have made the payment directly itself in order for the Vat to be reclaimed (small stationery reclaims from 2017/18?)

The Council paid £350 for two Christmas trees, this invoice includes VAT, but as it is not a VAT receipt, so the Council won't be able to reclaim the VAT.

#### Asset Register (Box H):

This should be improved by adding further details;

- The exact location of each asset
- The date asset was obtained
- The purchase price
- The insurance value

The Council should then check that the items are covered for their insurance value not the purchase price. A regular inspection of the assets should also take place.

#### Precept / Budget setting:

The report from the Clerk to members is good and is to be commended.

Overall the paperwork is of a high standard, with a Clerk operating at a high level. Meetings are timely and the Council is an active one.

Simon Pritchard  
Local Council Services  
6<sup>th</sup> June 2019