INTERNAL AUDIT REPORT FOR MANATON PARISH COUNCIL 2022-23

I have carried out the annual internal audit today and wish to report as follows

Proper Book-keeping: A random sample of payment processes was made, ensuring accuracy of input and external checking/verification. VAT listed correctly. All payments backed up by appropriate evidence. **No issues**

<u>Financial Regulations</u>: Have been reviewed, updated, approved and signed with action noted to constantly review. **No issues**

Standing Orders: Have been reviewed, updated, approved and signed.. No issues

<u>Payment Controls</u>: Authority of payments has been made by Council. All payments are within Council's legal powers. All cheque stubs were initialled. VAT claim submitted annually. **No Issues**

Risk Management: There is a risk management schedule in place. Insurance is in place. No Issues.

<u>Asset Register</u> Asset register in place. A review of asset value

<u>Income Controls</u>: Precept and grant properly and promptly received. Other income all properly evidenced. **No** issues

Petty Cash Procedures: No petty cash system in operation. No issues

<u>Employment</u>: . It is noted that the Clerk's salary had been increased. The increase should be reviewed on an annual basis according to NALC salary guidelines. Expenses have been paid with a once a year payment. Review Salary at year end.

Bank Reconciliation: Monthly reconciliations covering all accounts prepared and reported to Council. Year end reconciliation in place. **No issues**

<u>Year End Procedures</u>: Year end accounts prepared under Receipts & Payments. Approved by Council. External Audit report submitted. **No Issues**

Sarah Hearne

Date 4/04/2023