

EXPLANATIONS WHERE 'NO' IS TICKED ON THE ANNUAL INTERNAL AUDIT REPORT

Assertion A: Appropriate accounting records have been properly kept throughout the financial year.

The accounting records were not prepared until the Temporary Clerk was appointed in early 2024. There are numerous missing invoices or explanations for payments.

Assertion B: This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

The Council did not present any Financial Regulations for audit. Invoices were missing, therefore VAT cannot be reclaimed for some major expenditure.

Assertion C: This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No risk assessments or reviews of internal controls were presented for audit, and there was no record in the minutes of any reviews of risk assessments.

Assertion D: The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

The Council has not precepted for a number of years but is still required to set a budget. Financial monitoring information was not presented prior to the Temporary Clerk taking up the post. The Council has limited reserves to meet some major financial commitments particularly around the properties that it rents.

Assertion E: Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

The Council has not received any income from the allotments or rented land for a number of years.

Assertion G: Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

The Council was not registered as an employer before the Temporary Clerk took over. This has been a requirement since April 2011.

Assertion H: Asset and investment registers were complete and accurate and properly maintained.

No asset register was presented for audit.

Assertion I: Periodic bank account reconciliations were properly carried out during the year.

No evidence of bank account reconciliations was available.

Assertion J: Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

There was no adequate audit trail from underlying records, prior to the Temporary Clerk taking the post.

Assertion K: IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt.

The Council has had an internal audit since 2018/19 and therefore did not complete any of the year end processes for 2022/23.