



**TIDENHAM PARISH COUNCIL**  
**Internal auditor's report for the year ended 31 March 2023**  
**Name of Auditor: Mrs Margaret J Highton**

**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**

<b>Ref</b>	<b>Test</b>	<b>Meets reqmts? Yes, No or N/A</b>	<b>Internal Auditor's comments/recommendations</b>	<b>Evidence</b>
1.1	Have Standing Orders been a) tailored to council?	Yes		a) Website b) & c) 19/01/2022 Item 13

	b) reviewed using the most recent version? c) minuted?		Annual Governance Statement Assertion 1	
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	Yes	Annual Governance Statement Assertion 1	a) Website b) & c) 18/5/2022 Item 9
1.3	Does the council a) give grants? b) have a grant-awarding policy?	Yes		a) Cashbook b) Website
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	N/A	Annual Governance Statement Assertion 2 & 3	
1.5	Code of conduct reviewed in the last 2/3 years?	No	Clerk is aware that this needs to be renewed but is awaiting the new version.  Annual Governance Statement Assertion 3	Website

## 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?	Yes	Annual Governance Statement Assertion 3	17/11/21 Item 14
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	GPC held  Annual Governance Statement Assertion 1 & 3	
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes	All DD's and SO's are listed on Financial records that are agreed at each meeting  Annual Governance Statement Assertion 1	
2.4	Was Petty Cash expenditure approved, if any? (Objective F)	N/A	No Petty Cash held  Annual Governance Statement Assertion 1	
2.5	Is all expenditure supported by VAT invoices, if applicable?	Yes	Annual Governance Statement Assertion 1	Cashbook and Transaction Checklist

	(Objective B)			
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	Yes	Annual Governance Statement Assertion 1	a) Cashbook b) VAT Return seen plus £7161.53 seen on Bank Statement

### 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)	Yes	Annual Governance Statement Assertion 5	a) Policy seen b) 28/9/2022 Item 13
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	Yes	Annual Governance Statement Assertion 5	a) Website b) 17/11/2021 Item 16
3.3	Asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	Yes	Annual Governance Statement Assertion 5	a) 20/4/2022 Item 15 b) Website

3.4	Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)	Yes	Annual Governance Statement Assertion 5	20/4/2022 Item 15 b) Full Council Amenities Committee meet two monthly and discuss actions to be take on any assets in need of repair
3.5	Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial Regulations/Standing Orders (Objective B)	Yes	Annual Governance Statement Assertion 2	a) b) and c) Finance Committee 2/3/2022 Item 7 and 30/11/2022 Item 7
3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Yes	Annual Governance Statement Assertion 1	On Agendas under Financial Statements monthly
3.7	Review of a) investments? b) bank mandates (signatories on bank accounts)? (Objective B/C)	Yes		a) & b) 18/5/2022 Item 10 b)
3.8	If bank cards in use, are proper	N/A	No Bank Cards	

	procedures in place? (Objective B)			
3.9	Are a) physical records secure? b) electronic records backed up?	Yes	Annual Governance Statement Assertion 5	a) Locked Filing Cabinet b) Hard Drive & Cloud

#### 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? c) minuted? (Objective D)	Yes	Annual Governance Statement Assertion 1	a) Budget seen b) & c) 08/12/2021 Item 11
4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any? b) Were the general reserves reasonable? (Objective D)	Yes	Annual Governance Statement Assertion 1	a) Seen on budget b) 64% of reserves against expenditure

4.3	Was the precept demand for the year under review properly minuted in full council?	Yes		08/12/2021 Item 12
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)	Yes	Annual Governance Statement Assertion 1	a) & b) 20/7/2022 Item 13d) and 28/09/2022 14d)
4.5	Are any significant variances from budget reported?	Yes	Annual Governance Statement Assertion 2	If they were any significant variances they would be reported to council.

## 5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Do all staff have a contract of employment?	Yes	Annual Governance Statement Assertion 3	Seen
5.2	Do salaries paid agree with those approved by Council? (Objective G)	Yes	Annual Governance Statement Assertion 1	Payslips seen
5.3	Has Council	Yes		Payroll done by a third party. Payments to HMRC seen

	<p>a) registered as an employer with HMRC?</p> <p>b) have PAYE / NIC been properly dealt with (including year-end procedures)?</p> <p>(Objective G)</p>			
5.4	<p>Are Councillor's allowances and expenses properly authorised &amp; controlled, if any?</p>	N/A	<p>No councillors allowances paid</p> <p>Annual Governance Statement Assertion 1</p>	
5.5	<p>Pension provision – eligible employees</p> <p>a) offered pension scheme?</p> <p>b) outcome minuted?</p>	Yes	<p>Annual Governance Statement Assertion 3</p>	LGPS used
5.6	<p>Is Council</p> <p>a) registered with the Pension Regulator for auto-enrolment pensions?</p> <p>b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)</p>	Yes	<p>Annual Governance Statement Assertion 3</p>	Seen Due to be reviewed in April



## 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)	N/A	Receipts and payments used  Annual Governance Statement Assertion 1	
6.2	Does Council as a whole consider the year-end accounts in addition to 6.5? (Objective J)	Yes	Councillors were all sent the information but it was not minuted Clerk aware that it needs to be minuted  Annual Governance Statement Assertion 1	Financial statement seen
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,	Yes		18/05/2022 Item 21 b)

	approved by whole council (with separate minute number from Section 2 below)?		Annual Governance Statement Assertion 3	
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Yes	Annual Governance Statement Assertion 3	18/05/2022 Item 21 c)
6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Yes	Annual Governance Statement Assertion 3	Website
6.7	Did council correctly provide for the exercise of public rights? (Objective M)	Yes	Annual Governance Statement Assertion 4	18/05/2022 Item 21 d) Dates were minuted
6.8	Previous internal audit report reviewed by council and action taken where recommended?	Yes	Annual Governance Statement Assertion 7	18/05/2022 Item 20
6.9	Previous external audit report (for councils with	Yes		19/10/2022 Item 13

turnover over £25,000) reviewed by council and action taken where recommended?		Annual Governance Statement Assertion 7	
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## 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 Policy for Staff & Councillors and for the public?	Yes	Annual Governance Statement Assertion 3	Website
7.2	Is the Council a Managing Trustee?	Yes	Annual Governance Statement Assertion 9	
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	Yes	Annual Governance Statement Assertion 9	Minutes and Accounts seen
7.4	Website Accessibility Statement on website home page?	Yes	Annual Governance Statement Assertion 3	Website

7.5	Did council formally appoint GAPTC as the Internal Auditor?	Yes	Recommend that Council confirms that the Internal Auditor is competent and independent of Council when appointing them Annual Governance Statement Assertion 6	14/12/2022 Item 16 a)
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	No council owned Burial Grounds  Annual Governance Statement Assertion 3	

## 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)	Yes		Annual Governance Statement Assertion 3	a) 18/05/2022 Item 4 and 29/06/2022 Item 2 b) Draft minutes are normally placed on website after one/two weeks c) 18/01/2023 and 14/12/2022

	c) initialled on each page and final page signed?				
8.2	List of members' a) responsibilities (Objective L) and b) interests held and published on the website?	Yes		Annual Governance Statement Assertion 3	Website
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Yes		Annual Governance Statement Assertion 3	15/02/2023 and 18/01/2023
8.4	Summons issued in proper format?			Annual Governance Statement Assertion 3	18/01/2023 and 15/02/2023