

REPORT OF INTERNAL AUDITOR 2021-22

WHIPPINGHAM PARISH COUNCIL

INTRODUCTION

All Local Councils in England are required to complete an Annual Governance and Accountability Return (AGAR) summarising their financial records at the end of the financial year. The Annual Internal Audit section of the AGAR needs to be completed by an Internal Auditor who shall be independent of the Council. The Councils External Auditor needs to place reliance on the work of the Internal Auditor and provides guidance on the minimum level of testing required to provide this assurance.

SCOPE OF AUDIT

The audit includes for examination on a test basis of evidence relevant to the amounts and disclosures as contained in the accounts. This examination has included the following-

- Matching of financial statements to invoices and receipts.
- Examination of budget preparation..
- Inspection of bank statements and bank reconciliation.
- Examination of minutes supporting expenditure.
- Completion of Risk Asswssment.
- Compliance with AGAR requirements.
- Transparency Code.

FINDINGS

1. Arrangements for PAYE are the responsibility of the Clerk, with deductions being paid to Her Majesty's Revenues & Customs on a quarterly basis.
2. The accounting record's, bank statement's and bank reconciliation for the year ended 31st March 2022 were examined and agreed. Invoices were examined and agreed to bank statements. VAT on expenditure was accounted for correctly and is fully recoverable from HMR, a sum of £516.35 being claimed in the year..
3. The AGAR requires the Internal Auditor to be satisfied that the Council has reviewed the risks to not achieving its objectives. A review of the Financial Risk Management Policy is undertaken on an annual basis, the last review being approved by the Council in December 2021.
4. The Council had set its precept following consideration of a proper budget process. The budget and precept for the 2022-23 financial year were agreed at the Meeting held on the 9th December 2021 when a precept of £19,000 was approved.
5. Whippingham Parish Council has income & expenditure of less than £25,000 per annum and is therefore only required to submit to the External Auditor a contact detail and a Certificate of Exemption signed by the Chairman & RFO.
6. The Transparency Code for Smaller Authorities requires the publication of certain information on a website. The definition of Smaller Authority is one with

turnover not exceeding £25,000.

On examination of information on the website, the Parish Council has provided a section of the website dealing with aspects of the Transparency Code and containing a policy document for compliance with the requirements of the code. It is my opinion that the information requirements as contained in the policy document satisfy the requirements of the code

Presentation of the following documents on the website are requirements of the code and of AGAR in respect of the 2021-22 financial year –

1. Certificate of Exemption.
2. Annual Report of the Internal Auditor section of AGAR.
3. Section 1 of AGAR – Annual Governance Statement.
4. Section 2 of AGAR – Accounting Statements.
5. Analysis of variances.
6. Year end bank reconciliation.
7. Notice of the period for the exercise of public rights.

Having regard to the above I am of the opinion that I have adequate assurance to complete and sign the Annual Internal Audit Report section of the Annual Governance & Accountability Return.

Gareth Hughes CPFA

14th May 2022