

Elker Lodge Bookkeeping Services Internal Audit Service - Checklist for Year Ending 31 March 2022

Band	Income or Expenditure (whichever is the higher)	Fee	Quoted
1	£0 to £5,000	£110	
2	£5,001 to £10,000	£140	
3	£10,001 - £25,000	£230	
4	£25,001 - £50,000	£265	
5	>£50,000	POA	285

Councillors		Elected	DOI	Councillors	Elected	DOI
Chair	Cllrs Swales Marion	Yes				
Vice Chairman				Hill Howard	Coopted	Yes
	Adams Garath	Yes	Yes	Marshall Thomas	Yes	Yes
	Bridgeman Julie	Yes		Stannard Tim	Yes	
	Burton Tony	Yes	Yes	Taylor Robert	Yes	
	Faraday Diane	Yes		Wills Thomas	Yes	
	Gerrie Phil	Cooped	Yes			

Name of Council	<u>Bentham Town Council</u>	Name of Clerk:	Christine Downey
No. of councillors	12	Name of RFO (if different)	Thank you Christine for providing the information for the Internal audit. We have discussed areas to recommend to the council i.e. the recording or reserves and I look forward to the new website which will aid the council in meeting its transparency requirements
Precept	104,263.78		
Gross budgeted income	131,210.31		

Opening Balance Check			Activity Check			Payments Check						
O/B Bank Statement	97770.79		O/B Cashbook	89,423.73		Total Exp in Year	136,861.47					
O/B Cashbook	89,423.73		Total Receipts in Yr	131,210.31		Salarie in the Year	36,968.15	12,765.52	24,202.63			
	8,347.06		Total Exp in Year	136,861.47		Milage All	0.00					
unpresented payments at Y	8,831.56		C/B Cashbook	83,772.57		Paye in Yr	11,614.47	571.40	11,043.07			
unpresented receipts at Y/E	280.00				0.00 should be Zero	Pension	1,872.08	1,872.08				
Cash received	204.50						50,454.70					
	0.00 should be Zero						86,406.77					
Closing Balance Check			Receipts Check			Total less Staff						
C/B Bank Statement	91,190.24		Total Receipts in Yr	131,210.31		Other Exp on CB	86,406.77	68,257.27	4,448.75			
C/B Cashbook	83,772.57		Less Precep	104,263.78			0.00 should be Zero		13,700.75			
	7,417.67		Total Other Receipts	26,946.53								
unpresented payments at Y	8,348.23			0.00 should be Zero								
unpresented receipts at Y/E	883.64											
Cash Room Booking	46.92								Should be			
	0.00 should be Zero											
Banks	o/b		c/b			1 Balances Brought Forward	89,423	89,423.73	-0.73	89,424.00		
Unity Trust	22,770.79		16,190.24			2 Precept or Rates and Levies	104,264	104,263.78	0.22			
PSDF	75,000.00		75,000.00			3 Total Other Receipts	26,946	26,946.53	-0.53	26,947.00		
						4 Staff Costs	50,455	50,454.70	0.30			
	97,770.79	0.00	91,190.24			5 Loan Interest/Capital Repayment		0.00	0.00			
						6 All Other Payments	86,406	86,406.77	-0.77	86,407.00		
						7 Balances Carried Fc	0	83,772	83,772	83,772.57	-0.57	83,773.00
						8 Total Cash and Short Term Investments						

1. Bookkeeping	Yes / No	Reviewed In Year		Observations	Suggested advice to be given by EBS
		Y / N	Date		
1.1. Cash book maintained and up to date?	Yes				
1.2. Payments in cashbook supported by invoices, authorised and minuted?	Yes			31/12/2021 - Howard-James Garden Company in 4/1/22 minutes as £20 , payment was £200 seen payment schedule – this needs acknowledging in minutes as a typo error for transparency New system since covid – scanned invoices sent with payment schedule prior to meetings, 2 councillors sign the payment schedule	
1.3. General Power of Competence (GPC) eligibility is properly evidenced? CiLCA Certificate seen / 2/3 of Councillors elected	Yes			Note that as at 13/6/22 only 5 of 11 councillors Will need to ensure powers are observed, until General power of competence is regained with 2/3 of full council elected	
1.4. Expenditure Legal powers identified in minutes and/or cashbook? Only applicable if no General Power of Competence	Yes				
1.5. VAT evidence, recording and reclaimed?	Yes				
1.6. Is there a Bank Reconciliation – All accounts	Yes				
1.7. Any unexplained balancing entries in any reconciliation?	No				
1.8. Bank statements and ledger (Cashbook) reconcile?	Yes				
1.9. Opening Balance on Balance sheet – Reconciles to Previous closing balance.	Yes				
1.10. Underlying financial trail from records to presented accounts? Notes to late clearing prev yr Transactions	Yes			In bank reconciliation	
1.11. Where appropriate, debtors and creditors properly recorded?	N/A				
1.12. S137 separately recorded and within limits?	N/A				
1.13. S137 expenditure of direct benefit to electorate?					
1.14. S137 expenditure minuted?					
1.15. Evidence of Internal Control and effectiveness of this reviewed	Yes			Finance meeting in ¼ and do random check	

1.16. Does the Council manage petty cash and is it accounted for properly and included in the AGAR figures		See note	Not generally held, note a booking paid in cash		
1.17. Has the Council dealt with the AGAR in the correct way? All signed and declared correctly and legitimately? (Annual Governance Accountability Return)					
Finance	SR	1.18. Model Financial Regulations (NALC 2019)	No	No Evidence on website	Should be adopted & loaded to Website for transparency
Finance	SR	1.19. Financial Regulations properly tailored to council?	No	No Evidence on website	Should be adopted & loaded to Website for transparency
Finance	SR	1.20. Purchasing authority defined in Financial Regulations?	No	No Evidence on website	Should be adopted & loaded to Website for transparency
Finance	AR	1.21. Financial Risk Assessment / Management Policy – per Reg 3c of (A&A R 2015)	No	No Evidence on website	Should be adopted & loaded to Website for transparency
Finance	AR	1.22. Financial Risk / Internal Controls Checklist – evidence of random checks	No	No Evidence on website	Should be adopted & loaded to Website for transparency
Finance	AR	1.23. Financial risk Assessment - Annual - Process / team working / random Checks, doc in minutes	No	No Evidence on website	Should be adopted & loaded to Website for transparency
Finance	AR	1.24. Adequate internal controls for payments? Including adequate arrangements for BACS payments, direct debits and standing orders? Split Roles	No	No Evidence on website	Should be adopted & loaded to Website for transparency
Finance	AR	1.25. External Audit - has council correctly declared itself exempt from? If so which return	n/a		

2. Budget / Reserves	Yes / No	Observations	Suggested advice to be given by EBS
2.1. Annual budget to support precept? Calculated expenses less income not inc precept – not just a % inflation increase – suggests council is not responsive.	Yes		
2.2. Has budget been discussed and adopted by council? In minutes	Yes	11/1/21 - 254	
2.3. Precept demand to invoicing authority correctly minuted? In minutes	Yes	11/1/21 - 253	
2.4. Is there a grant element of Precept. i.e YCC / instead S106 - MHCLG Precept Data	No	Paid what demanded	
2.5. Budget against spend comparisons provided regularly to the Council with bank reconciliation.? In minutes	No		Recommend ongoing checks of spend to budget
2.6. Any reserves earmarked?	Yes	<p>Note the following</p> <p>General Reserved = (-2784.83 + 16233 = 13438.17)</p> <p>Completed Projects = 7514.72</p> <p>Councillors need to consider their reasoning for not combining into 1 general reserve</p> <p>Earmarked reserved = £60460.55</p> <p>Christmas Lights = 2199.77</p> <p>if it is in a council account, it has to be spent as council spending rules and be approved by councillors in same way as all payments.</p> <p>If the General power of competence is lost; it has to be spent under a power or under S137</p>	
2.7. Level of general reserves within Proper Practice? le between 3 and 12 months running costs	Yes		
2.8. Any unexplained variances from budget?	No		

3. Asset Control			Yes / No	Reviewed In Year		Observations	Suggested advice to be given by EBS
				Y / N	Date		
Finance	AR	3.1. Asset Register	Yes				
Finance	AR	3.2. Insurance Register	No		TH – 400,000 / 2091741 YC- 80,000 / 639145 No Asset Value – 737,620 Total Sum Insured - 2,132,8,46,00		This would aid reconciliation of asset value to insurance value & reason for high insured value To aid transparency
3.3. Value of individual assets included?			Yes		This appears vastly different from Insurance value		
3.4. Inspected for risk and up to date inspection records exist			Yes		Hags – Play do 1/4ly & Yearly - Risk assessment done Caretaker check Town hall for fire risk assessment Clerk checks play area weekly CY – for sale		Notice board benches, street furniture recommend at least annual walk rounds and minute.
3.5. Record of deeds, articles and land register references available?			No				Should be sourced & loaded to Website for transparency

4. Risk Management (Financial)	Yes / No	Reviewed In Year		Observations	Suggested advice to be given by EBS
		Y / N	Date		
4.1. Does scan of minutes reveal any unusual activity?	NO				
4.2. Fidelity Insurance cover appropriate and adequate? Balance at 31/3 plus 50% of precept	Yes		91k at 31/3 50% precept 52k = 143k recommended		Note this remains at 100K, I recommend the councillors review this again as suggested by the internal auditor last year
4.3. Does the Council have any cash investments?	No				
4.4. If 'yes' at 4.3, has the Council considered the Government's investment guidance?					
4.5. Is the Council the trustee of a charity?	No				
4.6. If 'yes' at 8.6, have the charity accounts been audited separately in the year?					
4.7. Has the Council any outstanding loans? PWLB	No				
4.8. If 'yes' at 4.7, has it budgeted for repayments in the year?					

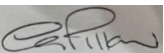
5. Payroll – Clerk and other employees		Yes / No	Reviewed In Year		Observations	Reviewed In Year
			Y / N	Date		
5.1. Does the Council operate its own payroll? Is it outsourced if not? If neither, how does the Council manage payroll		Yes				
5.2. PAYE/NI/RTI evidence? ie, P32 records		Yes				
5.3. Has council approved salary paid?		Yes		Now reflected in pay scale, reviewed each April 30 hours Paid for all hours worked		I recommend that the clerk and the council look closely at the hours to ensure that the clerks hours are covered.
5.4. Salary accords with SCP (Salary Calculated Pay) agreed by Council		Yes				
5.5. Other payments reasonable and approved by council?		Yes				
5.6. Wage slips and P60 evidence?		Yes				
5.7. Pension obligations met?		Yes				
Employment/ Personnel	SR	5.8. Contract of employment for all members of staff	Yes	Held by clerk		
Employment /Personnel	BP	5.9. Expenses Policy for Clerk	No	No Evidence on website		Should be adopted & loaded to Website for transparency
Employment /Personnel	SR	5.10. Pensions Policy	No	No Evidence on website		Must be adopted & loaded to Website for transparency
Employment /Personnel	BP	5.11. Sickness & Absence Policy	No	No Evidence on website		Should be adopted & loaded to Website for transparency
Employment /Personnel	BP	5.12. Training and Development Policy	No	No Evidence on website		Should be adopted & loaded to Website for transparency
Employment /Personnel	BP	5.13. Bullying and Harassment/Dignity at Work Policy	No	No Evidence on website		Should be adopted & loaded to Website for transparency
Employment /Personnel	BP	5.14. Equal Opportunities Policy?	No	No Evidence on website		Should be adopted & loaded to Website for transparency
Employment /Personnel	BP	5.15. Grievance and Disciplinary Policy?	No	No Evidence on website		Should be adopted & loaded to Website for transparency

6. Transparency / Internal Controls	Yes / No	Observations / Missing Years	Suggested advice to be given by EBS
6.1. Is the Council exempt from external audit – Annual turnover <25K – Check 1.27	No		
6.2. Is the Council compliant with the Transparency Code for Smaller Authorities? Minutes listed on website from April 2015 Draft or Approved? / Within one month / If draft why not approved? / If approved why not replaced draft on website?	No	2015 /2016/ 2017/2018/2019 All missing Aug 20 – Apr 21 Missing 5/1/22 & 7/2/22 remain draft March & April not uploaded	Must be uploaded to Website for transparency
6.3. APM & APCM Minutes listed on website from Apr 2015 Annual Parish Meeting (APM) The APM is not a PC meeting, so must be separate Annual Parish Council Meeting (APCM) It is good practice for the APCM to be a separate meeting	No	No Evidence on website	Must be uploaded to Website for transparency
6.4. Minutes initialled, each page identified and overall signed?	Yes		
6.5. Minutes include Bank Balance	No		Needs to be added to minutes for transparency
6.6. Minutes include payments reviewed & Agreed	Yes		
6.7. Is the Council compliant with the Transparency Code for Smaller Authorities? End of Year Accounts listed on website from y/e 31/3/2016 Cashbooks / Budgets / Bank Reconciliations	No	No Evidence on website	Must be uploaded to Website for transparency
6.8. Is the Council compliant with the Transparency Code for Smaller Authorities? Internal Auditor Reports listed on website from y/e 31/3/2016	No	No Evidence on website	Must be uploaded to Website for transparency
6.9. Have points raised at the last Internal Auditor been addressed?	See note	Discussed but not adapted	
6.10. Is the Council compliant with the Transparency Code for Smaller Authorities? External Auditor Reports / Audited Agar listed on website from y/e 31/3/2016		2016, 2017, 2018 Missing	Must be uploaded to Website for transparency
6.11. Is the Council compliant with the Transparency Code for Smaller Authorities? Asset Register listed on website from April 2015 Check 3.1	No	No Evidence on website	Must be uploaded to Website for transparency
6.12. Is the Council compliant with the Transparency Code for Smaller Authorities? A list of councillor responsibilities	No	No Evidence on website	Must be uploaded to Website for transparency
6.13. Do arrangements for public inspection of council's records exist? Dates when they were open – 30 working days including 1st 10 working days of July	No	Copy seen, Not on website	Must be uploaded to Website for transparency

Mand/Stat Req (SR) Best Practice (BP) Audit Req (AR)		7. Due Process & Policies	Y / N	Reviewed In Year		Observations	Suggested advice to be given by EBS
				Y / N	Date		
Basic Governance	SR	7.1. Code of Conduct since July 2012? (to be replaced)	No		No Evidence on website	Must be adopted & loaded to Website for transparency	
Basic Governance	SR	7.2. Committee terms of reference exist & have been reviewed? Only required if any committees	No		No Evidence on website	Must be adopted & loaded to Website for transparency	
Basic Governance	BP	7.3. List of member interests held?	See notes		On craven website, own site current councillors only		
Basic Governance	SR	7.4. Model Standing Orders	No		No Evidence on website	Must be adopted & loaded to Website for transparency	
Openness & Accountability	SR	7.5. Complaint's Policy	No		No Evidence on website	Must be adopted & loaded to Website for transparency	
Openness & Accountability	BP	7.6. Recording Policy – Video / audio etc	No		No Evidence on website	Should be adopted & loaded to Website for transparency	
Data Protection/ GDPR	SR	7.7. GDPR Policy - Privacy notice – general	No		No Evidence on website	Must be adopted & loaded to Website for transparency	
Openness & Accountability & Data Protection/GDPR		7.8. ICO licence - ICO Model Publication Scheme 2014	No		No Evidence on website	Urgently check I.C.O. guidance	
Data Protection/GDPR	SR	7.9. Privacy notice – employees, councillors, role holders and volunteers	No		No Evidence on website	Must be adopted & loaded to Website for transparency	
Data Protection/GDPR	BP	7.10. Has the Council done a data audit ? Remove personal information	Yes		Clerk informs me has been done, only required data kept		
	SR	7.11. Notice of meeting displayed with 3 clear working days' notice in a conspicuous place	No		No Evidence on website	Must be adopted & loaded to Website for transparency	
	SR	7.12. Summons signed, and issued to councillors with agenda, with 3 clear days' notice? ? Agenda used	No		No Evidence on website	Must be adopted & loaded to Website for transparency	

8. Data	Y / N	Observations	Suggested advice to be given by EBS
8.1. Are all electronic files backed up?	Yes	Backs up weekly	
8.2. Does the Council have a website or use another data platform?	See notes	<p>Needs updating as a matter of urgency to meet transparency.</p> <p>Draft minutes should be uploaded within 30 days of meeting</p> <p>Some minutes remain draft on website</p> <p>No strategic documents missing</p>	

Annual Governance and Accountability Return		
	Year ending 31 March 2021	Year ending 31 March 2022
1. Balances brought forward	75959	89424
2. Annual precept	105630	104264
3. Total other receipts	31620	26947
4. Staff costs	38464	50455
5. Loan interest/capital repayments	0	0
6. Total other payments	85322	86407
7. Balances carried forward	89423	83773
8. Total cash and investments	89423	83773
9. Total fixed assets and long-term assets	724129	737620
10. Total borrowings	0	0

Internal audit carried out by	(signed)	(print)
		C Pillow
Date	14/06/2022	

For auditor's use only	
Internal audit section of AGAR completed and signed	
Report sent to council	
Copy of internal auditor's report sent to EBS with details of any advice/guidance needed to be given	

BENTHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	75,959	89,424	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	105,630	104,264	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Excludes any grants received.
3. (+) Total other receipts	31,620	26,947	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	38,464	50,455	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	85,322	86,407	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	89,423	83,773	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	89,423	83,773	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	724,129	737,620	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PwLBE).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

DD/MM/YY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED