

Report of the annual internal audit of Sustead Parish Council for the year ended 31st March 2024

I confirm that I have acted independently and on the basis of the assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the relevant period.

I have followed the 'Governance and Accountability for Local Councils Appendix 9 – An Approach to internal audit testing'.

I have completed the Annual internal audit report 2023/24 and agreed with all the objectives.

Although overall I am in agreement that the council has complied with their responsibilities, and have indicated as such on the Annual Internal Audit Report, I would make the following small observations:

No invoice seen in respect of Anglian Water direct debit £36.81

Invoice for expenses paid by Ali – village hall - £500 paid old account (cheque £500 attached to invoice – should this have been paid?) – Booker expenses total £97.80.

Bank reconciliation 29/12/23 on bank statement – The payment to Jon Abbs is shown in cash book as £180, but £150 recorded on bank reconciliation. Cashbook shows £20810.08 as at 20.11.23, reconciliation is £20840.08. I assume this is due to cancellation of cheque 100483 for £150? It is noted that cheque number 100489 £180 has not yet been presented but issued in November, has this been queried?

No VAT calculation seen for 2023/24 so I am unable to confirm that VAT has been appropriately accounted for although it has been acknowledged in the minutes that it can be reclaimed in respect of the village hall.

At the time of carrying out the audit the bank statement provided for the Business Premium Account was up to 14th March 2024.

In accordance with Transparency code for Smaller Authorities- smaller authorities should publish a list of Councillor or member responsibilities (can be via a link on the PC website to the Register of Members Interest forms at North Norfolk District Council). I could not find this information published on the Sustead Parish Council website.

As mentioned in the previous audit - The Annual Review of the Effectiveness of Internal Control states that 'A councillor shall review the clerk's bank reconciliations quarterly, including at the year-end, and shall sign the reconciliation as evidence of this check.' I acknowledge that the minutes reflect that the cash book and reconciliation are emailed to Councillors ahead of each meeting, but cannot see any evidence that the reconciliations are signed.

I note that the financial policies have been reviewed (22nd May 2023), policies on the website have not been updated.

Regards

Jo



Jo Boxall – Parish Clerk

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Internal Audit Responses to Observations

Anglian Water invoice to be included.

£500 not from Parish Council account, but old village hall account.

Bank reconciliation corrected for February meeting. Payment was initially for £150, but increased to include VAT.

VAT to be reclaimed following AGAR approval.

Business saver statements only issued quarterly, when interest added.

NNDC Register of Interests page now linked to website.

Reconciliation signing to be removed from Annual Review of Effectiveness of Internal Control, on the advice of Internal Auditor.

Policies due to be updated again in May meeting.

Explanation of variances – pro forma

Name of smaller authority:

SUSTEAD PARISH COUNCIL

County area (local councils and parish meetings only)

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year.

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	0.704	9.054			NO	Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	Rounding difference
2 Precept or Rates and Levies	2,730	2,730	0	0.00%	NO		
3 Total Other Receipts	4	18,023	18,019	#####	YES		Donations of £:8000 received to renovate village hall. Interest on savings £23 instead of £4
4 Staff Costs	1,070	1,300	230	21.50%	YES		Salary increase for first time since 2015, to put in line with NALC rates
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,316	10,720	9,405	715.21%	YES		£9495 spent on renovation work to village hall. £376 laptop 2022/23, £140 VH utilities
7 Balances Carried Forward	9.053	17,787				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	9,054	17,788				VARIANCE EXPLANATION NOT REQUIRED	EMR £10498 FOR VH
9 Total Fixed Assets plus Other Long Term Investments and	357	357	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree with the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a cash and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

SUSTEAD PARISH COUNCIL

County area (local councils and parish meetings only):

NORFOLK

Financial year ending 31 March 2024

Prepared by (Name and Role):

KIRSTY COTGROVE, RFO

Date:

22.04.24

		£	£
Balance per bank statements as at 31/3/24:			
	CURRENT	16,772.05	
	SAVINGS	1,964.2	
[add more accounts if necessary]			
			18,736.22
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)			
	100483	(180.00)	
	100502	(718.51)	
	100488	(20.00)	
	100503	(30.00)	
[add more lines if necessary]			
			(948.51)
Add: any un-banked cash as at 31/3/24	N/A		
Net balances as at 31/3/24 (Box 8)			17,787.71

Date	Payment amount	Receipt amount	Item	Balance comm acct	Balance bus acct	chq no
01.04.23	-	-	Opening balance 2023-24	£7,113.08	£1,940.80	
28.04.23		£1,365.00	NNDC - precept 1st instalment	£8,478.08		
22.05.23	£30.00		J Boxall - Internal audit	£8,448.08		100474
22.05.23	£50.00		CAN - membership renewal	£8,398.08		100479
22.05.23	£110.57		NALC - annual renewal	£8,287.51		100475
22.05.23	£260.00		K Cotgrove - May salary	£8,027.51		100477
22.05.23	£65.00		HMRC - May tax	£7,962.51		100478
05.06.23		£4.05	Interest - business saver account		£1,944.85	
07.08.23	£70.00		NALC - website renewal	£7,892.51		100482
07.08.23	£260.00		K Cotgrove - Aug salary	£7,632.51		100481
07.08.23	£65.00		HMRC - Aug tax	£7,567.51		100480
18.09.23		£6,000.00	donation for village hall	£13,567.51		
29.09.23		£1,365.00	NNDC - precept 2nd instalment	£14,932.51		
04.09.23	£52.80		Ace Fire - VH fire check	£14,879.71		100484
04.09.23	£180.00		Jon Abbs - VH electric check	£14,699.71		100483
04.09.23		£5.21	Interest - business saver account		£1,950.06	
03.10.23		£10,000.00	donation for village hall	£24,699.71		
16.10.23		£2,000.00	donation for village hall	£26,699.71		
20.11.23	£260.00		K Cotgrove - Nov salary	£26,439.71		100487
20.11.23	£65.00		HMRC - Nov tax	£26,374.71		100486
20.11.23	£20.25		NNDC - uncontested election cost	£26,354.46		100485
20.11.23	£600.00		reimbursement M Blyth for building survey	£25,754.46		100491
20.11.23	£1,203.02		reimbursement M Blyth - glass & ladder	£24,551.44		100492
20.11.23	£156.69		reimbursement to A Williams for crockery etc	£24,394.75		100490
20.11.23	£515.00		reimbursement to A Williams for plasterer	£23,879.75		100490
20.11.23	£1,330.67		B Grey / CS Carpentry - kitchen work	£22,549.08		100496
20.11.23	£1,739.00		B Grey / CS Carpentry - kitchen work	£20,810.08		100497
04.12.23		£6.79	Interest - business saver account		£1,956.85	
11.12.23	£2,839.99		A Williams - cooker	£17,970.09		100494
12.02.24	£260.00		K Cotgrove - Feb salary	£17,710.09		100500
12.02.24	£65.00		HMRC - Feb Tax	£17,645.09		100501

RINGFENCED FUNDING - VILLAGE HALL

date	receipt	payment	description	balance
18.9.23	£6,000		donation	£6,000
4.9.23		£52.80	Ace Fire - fire check	£5,947.20
4.9.23		£180.00	Jon Abbs - electrical check	£5,797.20
3.10.23	£10,000		donation	£15,797.20
16.10.23	£2,000		donation	£17,797.20
20.11.23		£600	M Blyth - reimbursement for building survey	£17,197.20
20.11.23		£156.69	A Williams - reimbursement for crockery etc	£17,040.51
20.11.23		£515.00	A Williams - reimbursement for plasterer	£16,525.51
20.11.23		£1,203.02	Mackinnon - ladder and glass	£15,322.49
20.11.23		£1,330.67	B Grey - carpentry	£13,991.82
20.11.23		£1,739.00	B Grey - carpentry	£12,252.82
11.12.23		£2,839.99	A Williams - cooker	£9,412.83
05.02.23		£275.31	A Williams - kitchen equipment	£9,137.52
05.02.23		£203.23	Mackinnon - door locks	£8,934.29
12.02.24		£400.00	S Mavillo - plastering	£8,534.29