

Compton Bassett Parish Council Internal Audit Report

Prepared by Mrs Anne Marie Duffield - 20/04/2021

Requirement	Internal Audit Comments	Conclusion
A) Appropriate books of account have been properly kept through the year.	The council uses excel which is widely used by councils of a similar size. All up to date, accurate and well documented. On line banking has been set up during this year and as with cheque payments each transition needs the approval of 2 signatories. With online payments one to set up payee information the other to authorise said payment.	YES
B) The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	It was possible to trace payments to supporting invoices and staff wages payments. All expenditure was approved. The Parish Council is not VAT registered. Appropriate VAT refund submission as per the status of Parish Council entitlement has been submitted to HMRC for year ending 31/03/2021 - expected payment April 2021 which will be recorded in next years accounts.	YES
C) The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Council again renewed its Local Councils insurance policy through BHIB Insurance brokers on 02/07/2020 policy renewal date 01/07/2020 expiry 30/06/2021. All significant assets clearly listed in policy.	YES
D) The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	The Council have an annual budgetary process which starts in the October of the previous year and the precept is set in the November of that year. This year the precept set at £5000 and was received by BACS 28/04/2020 from Wiltshire Council. The clerk regularly monitors the budget throughout the current year periodically issuing the figures to the Parish Council where they are agreed and signed off at the meetings.	YES
E) Expected Income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for.	During the year income received - Precept of £5000 BACS received 28/04/2020, Residents requested emergency fund for helping community through the pandemic : receipts into this fund £425 which has provided masks etc for those shopping on behalf of community - £95 is balance remaining in PC account which will be used for community benefit. £20 received from Tockenham PCC re clerks training courses	YES

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F) Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	The Council does not maintain a Petty Cash.	YES
G) Salaries to employees and allowances to members were paid in accordance with council approvals and PAYE & NI requirements were properly applied.	The clerk is paid in accordance with a contract of employment dated 29/01/2015. It is noted that tax & NI have not been deducted or accounted for as the Clerk is earning below the earnings threshold - P60 tax year end 05/04/2021 in records to support this. Payroll is contracted out to SJW Accountancy accurate records maintained and available. Councillor /Clerk training expenses and information all approved and accounted for.	YES
H) Asset and investment registers were complete and accurate and properly maintained.	Asset and Investment registers were complete and accurate and properly maintained. It is noted that new assets purchased during the year are as follows:- 4 x tree guards Asset register signed off 02/04/2021 by Chair of PC	YES
I) Periodic and year end bank accounts reconciliations were properly carried out.	Period reconciliations carried out . The year end reconciliation was prepared as at the end of March 2021. This was signed off by the parish council.	YES

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K) Trust Funds (including charitable). The council has met its requirements as a trustee.	The council does not act as a sole managing trust.	N/A
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