

# WESTON ON THE GREEN PARISH COUNCIL

1<sup>st</sup> February 2023 Parish Council Meeting



## **Agenda Item: 23.89.21: Internal Audit Interim Report Comments**

The interim report from internal auditor (Fair Account) covering period April 22-December 2022 was received on 12<sup>th</sup> January 2023.

A series of test checks on the Council's financial records, vouchers, documents, minutes, policies, insurance and assets register were done to ascertain efficiency and effectiveness of the Council's systems.

The report confirmed the various checks performed and provided some recommendations.

Parish Council comments in response to the internal auditors comments and recommendations (number relate to the auditors report):

2. The clerk will investigate submitting VAT returns quarterly from the start of FY 2023-24 as advised.
4. The minor cashbook error (£30.10) related to how the clerk had detailed the staff payments, payments to HMRC and any repayments and did not relate to the budget analysis provided to the Council. The staff spreadsheet has now been re-designed to ensure there is no future confusion.
5. The new Asus K513 laptop has been added to the Parish Council assets register (approved on 10<sup>th</sup> January 2023). Note: the serial no of the laptop will be added as advised and the new item taken into account when the insurance is renewed in May 2023.
6. The gifted community vehicle has been added to the Parish Council assets register (approved on 10<sup>th</sup> January 2023) as a Community asset at £1 value, as donated to the Council. Noted the recommendation that vehicle and driver insurance cover is decided and purchased before formal usage and this is in hand via Graham Barnett.
7. The clerk will add any relevant serial numbers for IT equipment other external electrical items to the asset register, to provide required data for any Ecclesiastical Insurance claims.
9. Cyber cover to be reviewed with Gallaghers and other insurance brokers at the time of the Council's insurance renewal in May 2023.
10. There are currently no delegated powers to the Clerk to cover Covid-19 issues. An overall scheme of delegation to cover unforeseen events to be discussed.

A date for the end of year audit and AGAR review to be agreed with Fair Account and the Parish Council will be advised.