

**CRUCORNEY COMMUNITY COUNCIL
INTERNAL AUDIT REPORT
FOR THE YEAR TO 31ST MARCH 2024**

1. Appropriate books of account.

The council maintains a cashbook, book of minutes and a copy of all invoices. These are maintained regularly. The cashbook is inspected by the Chairman periodically and authorised at the end of the financial year.

2. Financial Regulations.

The payments through the cashbook were checked to invoices and the appropriate minutes to ensure approval. There was no evidence to show that any unapproved payments were made. A list of all the cheques written was signed and approved by all the councillors.

3. Risk assessment.

The council policy is that cheques must be signed by 2 signatories – being the clerk plus one of the Councillors or 2 Councillors. Prior to Covid the policy was to sign cheques during the meetings to ensure that the payment is properly authorised. During Covid as the meetings were carried out on Zoom it was not possible to stick to this safeguard. If an emergency arises the cheque must still be signed by 2 authorised signatories, and then cleared at the next meeting. As an extra safeguard a list of cheques written is presented to the councillors and signed by them as a record of their agreement.

4. Annual Precept.

The annual precept requirement is discussed fully by the council and any financial requirements are properly costed. The discussions are noted and agreed in the minutes. The requirement is taken based on numbers of eligible voters in each area.

5. Income.

Precept received agreed to the amount requested. VAT received was correctly recorded. The money was promptly banked. Interest income was recorded as per the bank statements. Additional money was received – paperwork was reviewed to check origin of this money. Signed details of these receipts were included in the accounting records

6. Petty cash.

There was no evidence of any cash payments. All payments were through the bank.

7. Salaries.

The council pays a salary to the clerk. This is approved by the council. The council has now set up a PAYE scheme and the salary is paid through this. I have seen PAYE reports and submissions to HMRC backing up this salary

8. Asset registers.

The council maintains three bank accounts. The other assets included in the report is the Hall as well as some small items. Additions of assets made during this year are itemised on the register

9 Bank reconciliation.

The bank is reconciled periodically. The balances on all the bank accounts are reported to the councillors at each meeting and recorded in the minutes. All cheques had been presented to the bank by the year end date.

10. Year end accounts.

Year-end accounts were prepared on the receipts and payments basis. They agreed with the cashbook and were supported by an adequate audit trail. The accounts and cashbook were signed by the councillors

C E Haines

C E Haines FCCA
28/05/2024