

Year End Audit Report



Bagby and Balk Parish Council

Status -

Period Audited: April 2023-March 2024

YEAR 23/24

Objective (Automated)	QUESTIONS	Answer	Recommendations
Proper Bookkeeping	What systems are used - ieScribe/Rialtas/Edge/Excel/Quickbooks etc	Excel spreadsheet	
Proper Bookkeeping	Is cashbook maintained and up to date?	Yes	
Proper Bookkeeping	Is cashbook arithmetically correct?	Yes	
Proper Bookkeeping	Is the cashbook regularly balanced?	Yes Monthly	
Proper Bookkeeping	What basis are the accounts made up on - cash or accruals?	Receipts & Payments basis	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has the council formally adopted standing orders and financial regulations?	Yes- Reviewed and adopted 10/5/2023	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has a Responsible financial officer been appointed with specific duties?	Yes- Clerk is the RFO	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Have items or services above the de minimus amount been competitively purchased?	Yes- Where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates.	

A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes- Samples checked		
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has VAT on payments been identified, recorded and reclaimed?	Yes- VAT126 Checked against cashbook and bank statements		
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Does the Council have General Power of Competence?	No		
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Is s137 expenditure separately recorded and within statutory limits?	Yes		
Risk Management Arrangements	Does a review of the minutes identify any unusual financial activity?	No		
Risk Management Arrangements	Do minutes record the council carrying out an annual risk assessment?	Yes		
Risk Management Arrangements	Is insurance cover appropriate and adequate?	Yes		
Risk Management Arrangements	Are internal financial controls documented and regularly reviewed?	Yes		
Risk Management Arrangements	(Burial Authorities only) Is the Council aware of the Ministry of Justice guidance on "Managing the Safety of Burial Ground Memorials"	N/A		
Burial Authority	Has a sample of burials and interments been tested and the relevant paperwork and payments found to be in place?	N/A		

Budgetary Controls	Has the council prepared an annual budget in support of its precept?	Yes- Budget report produced detailing increases viewed. Every November report is taken to the meeting and discussed. When the budget is agreed the precept for the following year is then agreed.
Budgetary Controls	Is actual expenditure against the budget regularly reported to the council?	Yes- Every month Bank Reconciliations are produced, expenditure is discussed and agreed at the meeting, a cheque is then signed.
Budgetary Controls	Are there any significant unexplained variances from budget?	No
Income Controls	Is income properly recorded and promptly banked?	Yes- No cash income or petty cash.
Income Controls	Does the precept recorded agree to the Council Tax authority's notification?	Yes
Income Controls	Are security controls over cash and near-cash adequate and effective?	N/A
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
Petty Cash Procedures	Is petty cash expenditure reported to each council meeting?	N/A
Petty Cash Procedures	Is petty cash reimbursement carried out regularly?	N/A
Payroll Controls	Do all employees have contracts of employment with clear terms and conditions?	Yes
Payroll Controls	Do salaries paid agree with those approved by the council?	Yes. Error and over payment of salary, this was rectified and paid back.
Payroll Controls	Are other payments to employees reasonable and approved by the council?	Yes expenses are approved at full Council meeting.
Payroll Controls	Have PAYE/NIC been properly operated by the council as an employer?	Yes- HMRC Basic tools is used for payroll calculations.
Asset Control	Does the council maintain a register of all material assets owned or in its care?	Yes
Asset Control	Are the assets and Investments registers up to date?	Yes reviewed May 2023
Asset Control	Do asset insurance valuations agree with those in the asset register?	Insurance policy does not itemise assets, however cover is in place.

Bank Reconciliation	Is there a bank reconciliation for each account?	Yes- Completed and signed monthly		
Bank Reconciliation	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes- Completed and signed monthly		
Bank Reconciliation	Are there any unexplained balancing entries in any reconciliation?	No		
Bank Reconciliation	Is the value of investments held summarised on the reconciliation?	No		
Year End Procedures	Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes		
Year End Procedures	Do accounts agree with the cashbook?	Yes		
Year End Procedures	Is there an audit trail from underlying financial records to the accounts?	Yes		
Year End Procedures	Where appropriate, have debtors and creditors been properly recorded?	Yes		
Market Authority	Is the Council are Market Authority and if so please provide a list of regular market traders so we can check their contracts & a rate card for contracted and casual traders	N/A		
Facilities	Do you manage any facilities, what systems do you use to record bookings and payments?	N/A		
	Is the Council registered with the Information Commissioner? If so what is the Reference Number and what is the date of expiry	Yes- Certificate checked		
	What arrangements does the Council have for the back up of computer files?	Backed up in google and also a memory stick.		
	Does the Council have responsibility for any Trust Funds or Charities? If so, are they independently examined?	No		

