

Do the Numbers Limited

24th April 2024

Cherry Toop, Clerk
Queen Camel Parish Council

Dear Elaine,

Subject: Review of matters arising from Internal Audit for 31 March 2024

Following my visit today, please find below the list of matters arising. I found the systems and controls of the council to be good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2024](#)

| Test | Matter arising | Recommended Action |
|-----------------------------|---|---|
| A | <i>Appropriate accounting records have been properly kept throughout the year</i> | |
| Credit card usage | It appears that members of the council have been issued with credit cards linked to the current account. Councillors have no individual right to commit the council to expenditure leaving this process highly unusual. | Upon discussion with the proper officer, the controls over such expenditure appear robust and no clear alternative system presents itself. In due course may be possible to bring all payments under the proper control of officers. |
| B | <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i> | |
| Finance Committee | Every decision taken by this committee – regarding the AGAR, policies and audit – is one that requires ratification by full council. | The need for and benefit of any committees is still unclear. (also raised last year) |
| Minute sets | Not all committee minutes appear to have been printed and signed. | Once the council cuts down to monthly meetings, document control will be simplified. |
| Recreation ground committee | This group has no power to commit the council to expenditure and does not keep minutes that comply with the requirements. | It is a working group. It should report to council monthly to request agreed expenditure items. |
| Internal audit report | The report was noted but no clear action plan was minuted by the council. | A quarterly review of progress against all points raised |
| VAT 126 | A VAT reclaim submitted earlier in the year has not been processed by HMRC. A fresh claim in April should be submitted. | Half yearly reclaims would assist council cashflow. Once the playground project starts, more frequent claims will be needed for a while. |
| C | <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i> | |
| | The records of the council comply | with this test |
| D | <i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i> | |
| Budget | The budget, once approved, is a | Only the paper record that can be |

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Director: Eleanor S Greene

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| approval | public document and should be included in the signed minutes. <i>(also raised last two years)</i> | archived is compliant with LGA72. Web pages and links can be deleted. |
| E | <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i> | |
| | The records of the council comply | with this test |
| F | <i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i> | |
| | Not applicable to this Council | |
| G | <i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i> | |
| | The records of the council comply | with this test |
| H | <i>Asset and investment registers were complete and accurate and properly maintained</i> | |
| | The records of the council comply | with this test |
| I | <i>Periodic Bank reconciliations were carried out during the year</i> | |
| Nat West Account | The bank are being less than helpful on closing this account. | It may be worth notifying the Ombudsman of NAT Wests lack of cooperation |
| Payment listing | The Scribe list of payments made is not included in the signed minutes. | The minutes must stand alone as a historic document. Key financial reports should be included in the signed pages. |
| J | <i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i> | |
| | The records of the Council comply | with this test |
| K | <i>Certified Exempt in prior year</i> | |
| | Not applicable to this Council | |
| L | <i>Transparency Code</i> | |
| | The records of the Council comply | with this test |
| M | <i>Public Rights</i> | |
| | The records of the Council comply | with this test |
| N | <i>Publication of prior year AGAR</i> | |
| | The records of the Council comply | with this test |
| O | <i>Trust funds</i> | |
| | The records of the Council comply | with this test |
| P | <i>Borrowing</i> | |
| | Not applicable to this Council | |

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene