

## Annual Internal Audit Report 2022/23

### HOLME HALE PARISH COUNCIL

<https://holmehaileparishcouncil.norfolkparishes.gov.uk/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ NO PETTY CASH
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

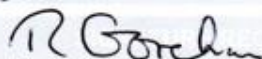
Date(s) internal audit undertaken

Name of person who carried out the internal audit

02/05/2023

ROBIN GOREHAM

Signature of person who carried out the internal audit



Date 02/05/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**HOLME HALE PARISH COUNCIL**  
**Annual Internal Audit Report**  
**(as required by section 151 of the Local Government Act 1972)**  
**Financial Year 2022/23**

I have in the (virtual) presence of Mrs. Sheryl Irving (Parish Clerk) inspected the parish council documents as appropriate, and in line with, the scope of the audit requested. Cllr. Wendy McNeil acts as the Responsible Finance Officer for the council. Cllr. Simon Broke is presently Chairman of the Council. I would like to thank the Parish Clerk for providing me with all the information required to carry out the audit.

Holme Hale Parish Council approved its Annual Budget and Precept (of £8,000) at its meeting of 3<sup>rd</sup> January 2022. There are no significant unexplained variances in the budget.

There were no recommendations made in last year's internal audit (May 2022).

The council holds several assets such as three bus shelters, three notice boards and eight electric pole lamps.

Payments & Receipts is used for the basis of accounting.

The clerk's salary is paid in accordance with members approval and statutory guidance, and documented in the relevant minutes. PAYE and NIC have been properly operated. The bank is reconciled on a monthly basis. The cashbook is balanced monthly and regular financial reports are made to each meeting. VAT has been properly implemented. The payment for 2022 is still awaited but will be reclaimed. No petty cash is held.

An exclusively online banking system may be considered at some point in the future.

The Risk Management policy, Financial Regulations and Standing Orders were last reviewed in January 2023. Risk Management should be reviewed annually; Financial Regulations and Standing Orders at least once during each four year council cycle. Sheryl informs me all these documents are reviewed regularly.

The Assets Register was last reviewed in 2022. I would suggest that values are reviewed periodically to ensure insurance cover remains adequate.

The council's website is of a good standard although I did come across a few broken links. It clearly displays Agendas, Minutes and Council policies. Perhaps a Safeguarding policy might be considered? The website is being reviewed in May 2023 and the Council may decide to alter its format then.

I am satisfied that this parish council is functioning to a good standard and is fully discharging its legal and statutory responsibilities.

Accordingly, I have duly signed and completed the relevant section of the Annual Governance and Accountability Return 2022/23.

**ROBIN GOREHAM**  
(Internal Auditor)

May 2023