

Internal Auditor Report 2022-23

**Charlbury Town Council
Oxfordshire**

Bridget Knight PSLCC

May 2023

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Introduction.

An internal audit of Charlbury Town Council's Governance and Internal Controls was undertaken as part of the audit for 2022-23.

A review of controls and systems including sample testing has been undertaken to ensure compliance and proper management. The process has included sample testing of transactions to help identify risks and weaknesses.

The matters raised in the report are only those that came to attention during the internal audit work, this is based on the information provided and documents reviewed and does not give a guarantee that material errors, loss or fraud does not exist.

Scope of Internal Audit.

The internal controls of Charlbury Town Council have been reviewed for 2022-23.

The following areas have been covered:

- Bookkeeping.
- Payments.
- Internal Controls.
- Expected income – including proper recording.
- Petty Cash (if applicable).
- Payroll.
- Asset Controls.
- Bank Reconciliations.
- Accounting Statements.
- Trust Funds (if applicable).
- Local Government Spending Powers.
- Policies.
- Minutes.
- Any outstanding audit actions.

Findings and Actions.

Internal Audit Section	Function	Findings	Recommendations
A	Accounting Records	Appropriate software (Scribe) is used and proper financial records have been kept during the year.	None
B	Financial Regulations	Payments were supported by invoices. Expenditure was approved and VAT accounted for. Financial regulations are shown on the council's website.	None
C	Risk Assessments	The council has an adopted risk assessment. Playground inspections are conducted monthly and an annual inspection.	None
D	Precept	The precept was decided through the budgetary process, approved by full council.	None.
D	Budgets	Budgets are reviewed regularly.	None.
D	Reserves	Reserves are shown and appropriate.	None.
E	Income Controls	Income was received as expected and accounted for.	None.
F	Petty Cash	None.	None.
G	Payroll	Employment contract in place and payroll payments made including HMRC.	None.
H	Assets	The asset register is maintained and updated.	None.
I	Bank Reconciliations	Bank reconciliations are conducted periodically during the year and at year end.	None.
J	Accounting Statements	Correct accounting basis and agree to cash book.	None.

Findings and Actions.

Internal Audit Section	Function	Findings	Recommendations
K	Exemption	Not applicable	None.
L	Website	The council had the correct documents available online.	None.
M	Period of public rights	The notice was correctly displayed.	None.
N	Publication requirements	All required documents were displayed on the council's website.	None.
O	Trust Funds	None.	None.

Other items.

Local Government Spending Powers.	Decisions are taken properly in public meetings and spending powers are considered responsibility.
Policies.	The Financial Regulations and Standing Orders adopted by the Council are on the local authorities website.
Members pecuniary interests.	Held by Town Clerk.
Minutes.	Minutes are available on the Council's website for residents to read.
Annual Meeting.	Annual meeting of the Town Council is held correctly in May, with council representatives agreed and reports received.
Review of internal audit for last year	No outstanding issues.
Qualifications from previous year	None.
External audit for last year.	No matters raised.
Year End Process.	All income and expenditure has been correctly accounted with grant income shown. There has been an increase in income with grants received for council projects. There has been an increase in Clerk's hours with staff costs reflecting this. Reserves has been shown and explained.
Financial Statements.	Council balances have been reported correctly. General and Earmarked reserves have been explained.
Explanation of differences	The differences have been explained.
Annual Review	Partly completed, the be approved at the next meeting.

Summary.

Charlbury Town Council, Oxfordshire has effective financial controls and an audit trail and good management. This is based on the internal audit and sample testing.

Bridget Knight CiLCA PSLCC

May 2023