

Internal Auditor Report 2023-24

Charlbury Town Council

Oxfordshire

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April 2024

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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 2023-24.

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 2023-24.

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	Scribe is used for accounting.	None.
B	Financial Regulations	Payments were supported by invoices. Expenditure was approved and VAT accounted for, and VAT has been reclaimed for the year (quarterly). Financial regulations are shown on the council's website.	None.
C	Risk Assessments	The risk management policy dated 2024 is available online.	None.
D	Precept	The precept was decided through the budgetary process, approved by full council in January.	None.
D	Budgets	Budget was set in January and reviewed regularly.	None.
D	Reserves	Reserves are being built, following comment by external auditor.	None.
E	Income Controls	Income was received as expected and accounted for.	None.
F	Petty Cash	None.	
G	Payroll	Payments to staff and HMRC are shown.	None.
H	Assets	The asset register is maintained and updated.	None.
I	Bank Reconciliations	Bank reconciliations are prepared and presented to council regularly.	None.
J	Accounting Statements	Correct accounting basis and agree to cash book.	None.

Findings and Actions.

Internal Audit Section	Function	Findings	Recommendations
K	Exemption	n/a	None.
L	Website	Correct information available online.	None.
M	Period of public rights	Shown on Charlbury website.	None.
N	Publication requirements	Conclusion of audit, AGAR etc available on Charlbury website.	None.
O	Trust Funds	n/a	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.	Pecuniary interests are listed on the Charlbury website.
Minutes.	Minutes are available on the Council's website for residents to read.
Annual Meeting.	Annual meeting of the Town was held in March. Annual Meeting of the Town Council was held correctly in May where Councillor representatives were decided.
Review of internal audit for last year	None.
Qualifications from previous year	None.
External audit for last year.	Low reserves – being addressed.
Year End Process.	All income and expenditure has been correctly accounted with grant income shown.
Financial Statements.	Council balances have been reported correctly.
Annual Review	Forms prepared.
Insurance	Insurance is correctly in place and council has agreed adequate.
Risk Assessments	Risk management schedule dated 2024 online.

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.

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