

## Tokenham Parish Council Internal Audit Report 01/04/2021 - 31/03/2022

**Prepared by Mrs Anne Marie Duffield - 10/06/2022**

Requirement	Internal Audit Comments	Conclusion
<p>A) Appropriate books of account have been properly kept through the year.</p>	<p>The council uses excel which is widely used by councils of a similar size. Complete set of well presented accounts submitted for audit covering the period above. It is noted that there has been a change of clerk during this financial year however there has been a seamless transition re the record keeping from the old clerk to the new clerk in place.</p>	<p>YES</p>
<p>B) The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.</p>	<p>It was possible to trace payments to supporting invoices and staff wages payments through the year. All expenditure was approved. The Parish Council is not VAT registered. VAT has been reclaimed appropriately during the year. The opening balance of the bank as at 01/04/2021 being £23381.71 the closing balance as at 31/03/2022 £24094.33. The bank reconciles with the Parish Council accounts.</p>	<p>YES</p>
<p>C) The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>Council renewed its insurance policy with Community First underwritten by Zurich by BACS 22/03/2022 for a 2 year period. The policy runs from 24/03/2022 - 23/03/2024. All significant assets are listed on an asset register which was updated January 2022. I have had sight of the asset register.</p>	<p>YES</p>
<p>D) The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<p>The Council approved a precept of £7000 payment received 26/04/2021 by bank transfer from Wiltshire Council. The Council set its budget.</p>	<p>YES</p>
<p>E) Expected Income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p>	<p>The Council is not VAT registered. During the year income received Precept £7000 as above, HMRC vat repayment £397.72 24/06/21, transfer in from RP16419587 £150 10/09/21, donation £50 Barnes DG &amp; J Gough £100 received into bank 02/11/21. VAT appropriately accounted for and reclaimed.</p>	<p>YES</p>