

# Audit Report

## Stoke Gifford Parish Council In Year Assurance 2022/23

**Audit Plan Year:** 2022/2023 In Year Assurance

**Audit Status:** Audit Completed

**Audit Review Date** 22<sup>nd</sup> & 23<sup>rd</sup> November 2022

**Report Distribution:**

John Rendell - Clerk to Stoke Gifford Parish Council  
Catherine Slade – Finance Officer, Stoke Gifford Parish Council

### 1. Objective

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Audit Officer Rachel Massey examined these procedures.

### 2. Opinion

The highlighted wording in the table below provides the opinion for this internal audit review and its accompanying description.

High Standard	Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.
Reliable Standard	There are very few significant matters arising from the audit, systems of control are good and provide reasonable assurance.
Improvements Required	Existing procedures need to be improved in order to ensure that they are fully reliable. Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.
Significant Improvements Required	Existing procedures are weak and reasonable assurance could not be provided over a number of areas. Prompt action is necessary to improve the situation and avoid unnecessary risks.
Fundamental Weaknesses Identified	The matters arising from the audit identify that there are fundamental weaknesses which place doubt on the reliability of the procedures reviewed. Urgent action is necessary to improve the current situation and reduce risk exposure.

### 3. Key Strengths

- The budget and precept are agreed annually by the Full Council. Reserves are well earmarked, and spending of this money is clearly approved and documented in the meeting minutes.
- Approval of expenditure and bank reconciliations are presented for approval, noted in the meeting minutes and copy signed by the Clerk, Chairman and Chair of Finance committee.
- Invoices are reviewed by a member for approval before payment is released.
- Current hire agreements were available for a sample of lettings, these were signed by both the hirer and a representative from the Parish Council. Invoices are raised timely on headed paper.
- Staff personnel folders have been updated to include staff contracts, sickness / holiday records and any updates which have taken place.

### 4. Key Risks

- None noted.

### 5. Key Actions

- None noted.

**6. Advisory Points:**

- The Parish Council are currently working on their asset register to ensure that all new vehicles / assets are added in / removed by year end. Additions and disposal records do not clearly allow for tracking from previous to current year. The auditor suggests using the functionality of excel tabs and formulas to automatically update the totals page when assets are acquired or disposed of within the year. This will assist with calculating the final totals needed for line 9 of the AGAR.

No matters have arisen arising from the audit therefore no recommendations have been made.

**The Control Environment**

Key Control Objectives		Achieved?
A.	Appropriate accounting records have been kept properly throughout the financial year.	Yes
B.	The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes
C.	The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
D.	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Yes
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A
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.	Yes
H.	Asset and investment registers were complete and accurate and properly maintained.	Yes
I	Periodic bank account reconciliations were properly carried out during the year.	Yes
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.	Test at Year End
K	Councils with turnover of below £25,000. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i> .	Not currently applicable to any SGC clients.
L	The authority publishes information on a free to access website / webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.	Not covered

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M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and / or authority approved minutes confirming the dates set).</i>	Yes
N	The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	Yes
O	Trust funds (including charitable) - The council met its responsibilities as a trustee.	N/A

### Auditors & Acknowledgements

Audit Manager	Emily Carvell
Auditor	Rachel Massey