

# Annual Internal Audit Report 2019/20

## ODSTOCK PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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.	✓		
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 and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis ( <del>receipts and payments</del> 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 2018/19, it met the exemption criteria and correctly declared itself exempt. ( <i>If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered"</i> )	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

08/06/2020

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

ADRIAN TAYLOR

Signature of person who carried out the internal audit

SIGNATURE

Adrian Taylor

Date

08/06/2020

\*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).

# Odstock Parish Council

Summary Income and Expenditure Account for Year ended 31st March 2020

2018/19		2019/20
£	<b>INCOME</b>	£
12060.00	Precept	12060.00
0.00	Agency Services	0.00
0.00	Loans/Capital Receipts (inc R2 funds)	0.00
120.00	Recreation Ground and other Donations	450.00
0.00	WC Grants - skips, SWAG, CATG, etc	0.00
61.64	Other Receipts - Interest, Cash, etc.	135.50
<b>12241.64</b>		<b>12645.50</b>
	<b>EXPENDITURE</b>	
4183.45	General Administration	4218.75
0.00	Section 137 Payments	0.00
250.00	Capital Spending	875.00
0.00	Agency Services	0.00
3042.06	Maintenance	3142.40
410.50	Hire of Hall and rents	410.50
600.00	Grants	600.00
<b>8486.01</b>		<b>9246.65</b>
	<b>General Fund</b>	
14793.35	Balance Brought Forward at 1st April	18548.98
12241.64	ADD Total Income	12645.50
8486.01	LESS Total Expenditure	9246.65
<b>18548.98</b>	Balance Carried at 31st March	<b>21947.83</b>

## Balance Sheet at 31st March 2020

2018/19		2019/20
	<b>Current Assets</b>	
0.00	Debtors net of Bad Debt Provision	0.00
611.07	VAT Recoverable	100.00
0.00	Uncleared Funds	1152.91
18016.69	Deposit Account	20641.36
336.53	Cheque Account	53.56
18964.29	<b>TOTAL ASSETS</b>	21947.83
	<b>Current Liabilities</b>	
415.31	Creditors	0.00
0.00	Temporary Loans	0.00
0.00	Bank Overdraft	0.00
<b>18548.98</b>	<b>NET ASSETS</b>	<b>21947.83</b>
	<b>Represented by:</b>	
4000.00	Capital Fund	4000.00
9800.00	Earmarked Reserves/Grants	13257.00 +35.28%
4748.98	General Fund Balance	4690.83 -1.22%
<b>18548.98</b>		<b>21947.83</b> +18.32%

Signed *Adrian Taylor*

Internal Auditor

Date 8<sup>th</sup> June 2020

Signed *[Signature]*

Clerk

Date 10-MAY-2020

Signed *Sally Nelson*

Chairman

Date 08-06-2020

# Odstock Parish Council

Supporting Statements for the year ended 31st March 2020

2018/19		2019/20
£	<b>Assets</b>	£
0.00	Purchase of assets during the year	0.00
Nil	Disposal of assets during the year	Nil
	At 31-Mar-20 the following assets were held	
3600.00	3 x Bus Shelters	3600.00
361.00	1 x Seat	361.00
3637.00	1 x Netball Surface and Post + 2 Goal Posts	3637.00
875.00	3 x Noticeboards	875.00
1.00	Lease on the Nunton Recreation Field	1.00
500.00	Goal Posts	500.00
26680.00	Playdale Playground and Field Gates	6222.00 <span style="color: red;">-76.68%</span>
13596.00	Storage Building	13596.00
2425.00	Hardstanding and Seats in front of Pavilion	2425.00
1023.00	Fence behind the Eastern Goal	0.00
38252.00	Pavilion in the Nunton Recreation Field	38252.00
2755.00	Pavilion Windows and Doors	2755.00
24190.00	Playground in Odstock Recreation Field	24190.00
117895.00	Total >:	96414.00 <span style="color: red;">-18.22%</span>
Nil	<b>Borrowings</b>	Nil
	<b>Leases</b>	
1.00	Lease on the Nunton Recreation Field	1.00
	<b>Debts</b>	
	At 31-Mar-20 an amount of £100.00 was outstanding in respect of VAT	
611.07		100.00
Nil	<b>Tenancies</b>	Nil
	<b>S137 Payments</b>	
	Section 137 of the Local Government Act enables Parish Councils to spend up to £8.12 per head of the Electorate to the benefit of the people in the area on activities and projects not specifically authorised by other powers. The limit for the Council in the year ended 31-Mar-19 was £3,589.04 (442x£8.12) No Parish Council funds were spent under S137 during 2019/20	
Nil		Nil
Nil	<b>Advertising and Publicity</b>	Nil
Nil	<b>Superannuation</b>	Nil

Signed *Adrian Taylor*

Internal Auditor

Date *8th June 2020*

Signed *R.P. Penn*

Clerk

Date *10-MAY-2020*

Signed *Sally Nelson*

Chairman

Date *08-06-2020*