

INTERNAL AUDITOR REPORT

FOTHERBY PARISH COUNCIL

15th April 2024

I have examined the records, financial and administrative, of Fotherby Parish Council for the purpose of end of year 2023 2024 audit and report as follows:

Accounting records (A) (yes)

Accounting records were properly and accurately kept throughout the year, and the Clerk forwarded via email the spread sheet cash book.

Financial Regulations/Standing Orders (B) (yes)

Regulations and Policies were adopted and followed throughout the year

Risks (C) (yes)

All payments are supported by invoices and approved in the minutes, regular reports and updates on financial matters are noted. Regular bank reconciliations reported.

Precept (D) (yes)

The process for setting the precept has been adequately undertaken

Income E (yes)

Income was as anticipated, Clerk forwarded spreadsheet cash book showing income.

Petty Cash (F) (N/C)

There is no petty cash, expenses incurred by the Clerk are reclaimed on receipts.

Salaries (G) (yes)

The Clerk appears to use the Inland Revenue RTI system, although I am confused as to why the Clerk pays the tax liability and then reclaims from the Council, the Council as employer is responsible for ensuring that correct tax is deducted and paid. I am also confused as to why the Clerk does not utilise the RTI system's payslip but types her own. The RTI slip automatically fills in the correct information relating to tax/NI, month applicable and NI numbers, tax paid to date etc., and is easy to use whilst entering information into the system.

Assets (H) (yes)

The Assets Register is available and up to date.

Reconciliations (I) (yes)

Regular reports are submitted to Council and regular bank reconciliations undertaken at year end.

Accounting Statements (J) (yes)

These are carried out properly as receipts and payments system.