

Annual Internal Audit Report 2022/23

PATRICK BROMPTON

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 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 | 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 bank account reconciliations were properly carried out during the year. | ✓ | | |
| 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. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered") | ✓ | | |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) 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

15/05/2023

DD/MM/YYYY

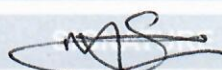
DD/MM/YYYY

Name of person who carried out the internal audit

M SMITH

NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



REQUIRED

Date

15/05/2023

*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).

Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

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certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: £12,350

Total annual gross expenditure for the authority 2022/23: £8,268

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

I confirm that this Certificate of Exemption was approved by this authority on this date:

Signed by Chairman

Date

as recorded in minute reference:

Generic email address of Authority

Telephone number

*Published web address

www.patrickbrompton.com

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Section 2 – Accounting Statements 2022/23 for

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| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2022 £ | 31 March 2023 £ | |
| 1. Balances brought forward | 7,191 | 6,030 | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 6,091 | 6,320 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 0 | 0 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 1,804 | 1,893 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 5,448 | 6,375 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 6,030 | 4,082 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 6,030 | 4,082 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 0 | 0 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | | ✓ | | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ | The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval



Date

16/5/2023

I confirm that these Accounting Statements were approved by this authority on this date:

16/5/2023

as recorded in minute reference:

13.1.23.

Signed by Chairman of the meeting where the Accounting Statements were approved

G. Shepherd

Bank reconciliation – pro forma

Name of smaller authority: **PATRICK BROMPTON PARISH COUNCIL**

County area (local councils and parish meetings only): **RICHMONDSHIRE**

Financial year ending 31 March 2023

Prepared by **J MACNAMARA CLERK & RFO**

Date **15 May 2023**

| | | |
|--|-----------|-------------------------|
| Balance per bank statements as at 31 March 2023: | £ | £ |
| HSBC | £1,059.24 | |
| SKIPTON BS | £3,162.27 | |
| | <hr/> | |
| | £4,221.51 | |
| Petty cash float (if applicable) | Nil | |
| Less: any unpresented cheques at 31 March 2023 | | |
| 100570 | £139.70 | |
| | <hr/> | |
| Add: any un-banked cash at 31 March 2023 | Nil | |
| | <hr/> | |
| Net balances as at 31 March 2023 (Box 8) | | <u>£4,082.31</u> |

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

| | |
|--|-------------------------|
| Opening Balance 1 April 2022 (Prior year Box 8) | £6,030.07 |
| Add: Receipts in the year | £6,319.74 |
| Less: Payments in the year | £8,267.50 |
| | <hr/> |
| Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above – Box 8) | <u>£4,082.31</u> |

(See example for guidance if required)

| PATRICK BROMPTON PARISH COUNCIL CASH BOOK 2022-2023 | | | | | | | | | | | | | | | | | | |
|--|----|-----------|---------------------------|-----------|-----------|-----|-------|--------------|-----------|------|--------|--------------------------|-----|-------|-------------|------------------------------------|-----------|--|
| EXPENDITURE | | | | | | | | | | | | | | | | | | |
| DATE | NO | Cheque No | DETAILS | AMOUNT | PRECEPT | VAT | OTHER | TOTAL INCOME | INSURANCE | YLCA | Salary | Environmental Management | VAT | OTHER | TOTAL SPEND | COMMENTS | NET | |
| B/F | | | | | | | | | | | | | | | | | | |
| 04.04.2022 | 1 | BACS | HSBC | -£4.40 | | | | | | | | | | | | Bank Charges | £2,885.54 | |
| 21.04.2022 | 2 | BACS | CPRE | -£3.00 | | | | | | | | | | | | Monthly DD | £2,881.14 | |
| 28.04.2022 | 3 | BACS | RDC | £4,028.00 | £4,028.00 | | | | | | | -£3.00 | | | | Precept | £2,878.14 | |
| 04.05.2022 | 4 | BACS | HSBC | -£5.40 | | | | | | | | | | | | Bank Charges | £6,906.14 | |
| 23.05.2022 | 5 | BACS | CPRE | -£3.00 | | | | | | | | | | | | Monthly DD | £6,900.74 | |
| 26.05.2022 | 6 | BACS | Donation | £100.00 | | | | | | | | | | | | Donation | £6,897.74 | |
| 03.06.2022 | 7 | BACS | HSBC | -£5.40 | | | | | | | | | | | | Bank Charges | £6,992.34 | |
| 21.06.2022 | 8 | BACS | CPRE | -£3.00 | | | | | | | | | | | | Monthly DD | £6,989.34 | |
| 04.07.2022 | 9 | 100548 | Clr Shepherd | -£112.00 | | | | | | | | | | | | Top Soil | £6,877.34 | |
| 04.07.2022 | 10 | BACS | Bank Charges | -£5.80 | | | | | | | | | | | | Bank Charges | £6,871.54 | |
| 05.07.2022 | 11 | 100551 | Farm & Land Services | -£208.80 | | | | | | | | | | | | Grass Cutting | £6,662.74 | |
| 05.07.2022 | 12 | 100550 | J MacNamara | -£541.50 | | | | | | | | | | | | Clerk Salary (3 Months) | £6,121.24 | |
| 18.07.2022 | 13 | 100552 | Speed Survey | -£132.00 | | | | | | | | | | | | Speed Survey | £5,989.24 | |
| 21.07.2022 | 14 | BACS | CPRE | -£3.00 | | | | | | | | | | | | Monthly DD | £5,986.24 | |
| 26.07.2022 | 15 | 100553 | Clr Whitehead | -£13.00 | | | | | | | | | | | | Varnish | £5,973.24 | |
| 03.08.2022 | 16 | BACS | Bank Charges | -£6.60 | | | | | | | | | | | | Bank Charges | £5,966.64 | |
| 22.08.2022 | 17 | BACS | CPRE | -£3.00 | | | | | | | | | | | | Monthly DD | £5,963.64 | |
| 03.09.2022 | 18 | BACS | Bank Charges | -£5.80 | | | | | | | | | | | | Bank Charges | £5,957.84 | |
| 09.09.2022 | 19 | 100555 | J MacNamara | -£592.17 | | | | | | | | | | | | Clerk Salary (3 Months) & Expenses | £5,365.67 | |
| 22.09.2022 | 20 | BACS | CPRE | -£3.00 | | | | | | | | | | | | Monthly DD | £5,362.67 | |
| 28.09.2022 | 21 | 100556 | Yorkshire Tree Specialist | -£720.00 | | | | | | | | | | | | Tree Pruning | £4,642.67 | |
| 29.09.2022 | 22 | 100557 | J MacNamara | -£194.23 | | | | | | | | | | | | Clerk Salary & Hall Hire | £4,448.44 | |
| 04.10.2022 | 23 | BACS | HSBC | -£5.40 | | | | | | | | | | | | Bank Charges | £4,443.04 | |
| 10.10.2022 | 24 | 100554 | Farm & Land Services | -£208.80 | | | | | | | | | | | | Grass Cutting | £4,234.24 | |
| 21.10.2022 | 25 | BACS | CPRE | -£3.00 | | | | | | | | | | | | Monthly DD | £4,231.24 | |
| 03.11.2022 | 26 | BACS | HSBC | -£6.20 | | | | | | | | | | | | Bank Charges | £4,225.04 | |
| 16.11.2022 | 27 | 100559 | J MacNamara | -£348.81 | | | | | | | | | | | | Clerk Salary & Advert Costs | £3,876.23 | |
| 21.11.2022 | 28 | BACS | CPRE | -£3.00 | | | | | | | | | | | | Monthly DD | £3,873.23 | |
| 04.12.2022 | 29 | BACS | HSBC | -£5.00 | | | | | | | | | | | | Bank Charges | £3,868.23 | |
| 13.12.2022 | 30 | BACS | NYCC | £1,000.00 | | | | | | | | | | | | Grant Payment | £4,868.23 | |
| 21.12.2022 | 31 | BACS | CPRE | -£3.00 | | | | | | | | | | | | Monthly DD | £4,865.23 | |
| 30.12.2022 | 32 | 100560 | M Burrill & Son | -£138.00 | | | | | | | | | | | | Christmas Tree | £4,727.23 | |
| 03.01.2023 | 33 | BACS | HSBC | -£5.40 | | | | | | | | | | | | Bank Charges | £4,721.83 | |
| 12.01.2023 | 34 | 100561 | J MacNamara | -£537.19 | | | | | | | | | | | | Clerk Salary & Expenses | £4,184.64 | |
| 24.01.2023 | 35 | BACS | CPRE | -£3.00 | | | | | | | | | | | | Monthly DD | £4,181.64 | |
| 03.02.2023 | 36 | BACS | HSBC | -£6.20 | | | | | | | | | | | | Bank Charges | £4,175.44 | |
| 13.02.2023 | 37 | 100563 | RDC | -£338.40 | | | | | | | | | | | | Waste Bins | £3,837.04 | |

[illegible]