Internal Audit Report

For

Radway Parish Council

Year Ended 31 March 2025

Internal Auditor: Trevor B Gill

The Thatches
Avon Dassett
Southam
Warwickshire
CV47 2AT

Telephone: 01295 690987
Mobile: 07775 762927
Email: trevorbgill@icloud.com

Wednesday, 23 April 2025

Table of Contents

Table of Contents 2
Basis of the Report 3
Introduction 4
Section 1 – Finance & Insurance 4
Section 2 – Risk Management 4
Section 3 – Due Process 4
Standing Orders 4
Councillors Code of Conduct 4
Agendas 5
Minutes 5
Section 4 – Payroll & Employees 5
Section 5 – Charities 5
Section 6 – Burial Authorities 5
Section 7 - Parish Website and Email Accounts 5

Basis of the Report

This internal audit report is based upon the Joint Panel on Accountability and Governance Practitioners' Guide Section 4 Best Practice Guide for Internal Audit issued in March 2024

The scope of this internal audit is focused on assessing the effectiveness of the Council's internal controls. Where any such controls are found to be deficient, the internal audit will help lead to improvements in these processes.

By applying the principles of internal auditing, outlined in the current Accounts and Audit Regulations, and applying the approach to internal audit and testing outlined in paragraph 1 above, every effort is made to ensure that all internal audits are conducted with due professional care, integrity, and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

NB: It would be incorrect to view the internal audit as the detailed inspection of all records and transactions of the Council in order to detect fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control. Managing the Council's internal controls should be the day-to-day function of the staff and councillors and not left for internal audit.

Introduction

The audit was undertaken during April 2025.

For detailed information regarding each section of the audit please refer to Appendix 1.

Section 1 – Finance & Insurance

Radway Parish Council, "the Parish Council", uses an Excel spreadsheet for recording it's financial transactions. The number of transactions is very small, and this is appropriate for a Council of this size.

All receipts and payments were properly accounted for and were reflected in the accounts and the bank accounts in an accurate and timely manner.

1. A transaction level report has been produced and this has been reviewed and no anomalies were found
2. A random sample of the transactions were cross referenced to the minutes and no concerns were raised
3. There was no expenditure under Section 137 during the period of the audit.

Section 2 – Risk Management

It is pleasing to note that the Parish Council has formally adopted an Emergency Plan using the template available from the CSW Resilience Team which has been developed to provide the general information and contact details for the majority of the external services.

It is important that the Parish Council maintains a separate list of vulnerable residents who could require special attention if there is an emergency. This list should be retained by the clerk and reviewed on a regular basis to ensure that it is update. As the clerk is not a resident of the Parish, the responsibility for it's accuracy should be allocated to one of the Councillors. When compiling the list, it is preferable to advise the resident that the list is in place and that their name has been included.

The Risk Assessment has been extensively reviewed and enhanced to cover all of the risks that are relevant to the Parish Council. In the rapidly changing environment that we find ourselves in at the present time, this document should be frequently reviewed and updated. This is particularly important as in the unlikely event of an insurance claim the insurers would almost certainly request sight of this document.

It should be acknowledged that the role of Clerk and Responsible Financial Official Officer is key to proper running of the Council. In the unlikely event that the clerk is unavailable for a protracted period, it is recommended that the services of a locum clerk is sought from Warwickshire Association of Local Councils and the risk assessment amended accordingly to note that this would be the case.

The insurance policy which is reviewed annually is considered to be comprehensive and is recorded as reviewed and accepted.

Section 3 – Due Process

Standing Orders

A review of the standing orders was undertaken, and it is pleasing to note that policies have been recently reviewed.

In the ever-changing environment that we find ourselves it is important that the regular circulations from Warwickshire and West Midlands Association of Local Councils "WALC," are reviewed and any new versions of existing policies, or suggested new policies, are reviewed and adopted as recommended.

Councillors Code of Conduct

It is noted that the version of the Code of Conduct recommended by NALC and the Local Government Association has been adopted without change.

Agendas

A review noted that all agendas were properly issued, signed and dated for the Parish Council's own meetings.

Minutes

A review of the minutes showed no unusual items and that they are properly signed as adopted.

It is pleasing to note that the recommendations made in respect of payments being itemised within the agendas and minutes has been adopted.

Section 4 – Payroll & Employees

The Clerk operates payroll using HMRC Payroll and provides copies of the documentation with the Chair for each month The PAYE and NIC payments due to HMRC were promptly paid and properly recorded in the accounts.

Section 5 – Charities

Not applicable

Section 6 – Burial Authorities

Not applicable

Section 7 - Parish Website and Email Accounts

The Parish Council has a website which not only covers the needs of the Parish Council but also includes information on the location and the various clubs and societies within the village The Council is to be commended for both the content and 'look and feel' of the website.

The accessibility requirements include the need for the website to be easy to navigate by all levels of understanding and capabilities and the website does in my opinion meet these requirements.

It is noted that for all files that are uploaded that relate to Parish Council business are in pdf format which is good practice. This considerably reduces the risk of files in other formats being downloaded and amended. In addition, files in formats other than pdf are much more difficult to view in browsers and this could lead to issues under the accessibility requirements.

There has been a recent recommendation that all Town and Parish Councils use a .gov.uk domain name for their websites and that all Councillors do not use their private email addresses for Parish Council business. Whilst this is not mandatory it is strongly recommended that the Parish Council starts the process to migrate their website and their email addresses in line with this recommendation. I believe that there is still grant funding available, but advice can be sought from WALC as to what is available.

Conclusion

Thank you for inviting me to undertake the Internal Audit for Radway Parish Council.

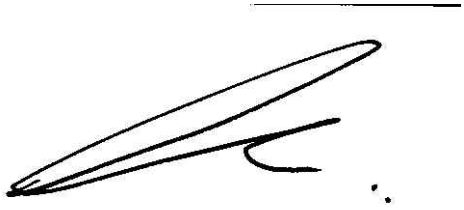
Whilst reviewing the processes, documentation, and finances it is very apparent that the affairs of the Parish Council are in very safe hands. The Clerk & Responsible Financial Officer has implemented a high standard of internal control and documentation and fully understands the governance and financial requirements associated with Parish Councils. She is to be commended for the way in which she supports the needs of the Parish Council.

Where I have made recommendations above it is for the Council to consider whether they are appropriate and should be implemented.

As in previous years the section relating to petty cash in the AGAR Return Part 3 item F has been duly marked as not covered. This does not imply anything untoward regarding the Parish Council accounts, rather this is a response required by the external auditor and in the case of the Parish Council it means that there is no petty cash. A letter covering this item has been provided in accordance with the external audit requirements and copy is attached in Appendix 2

The Parish Council certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. A letter covering this item has been provided in accordance with the external audit requirements, Appendix 3.

This concludes the audit.



Trevor B Gill

Appendix 1

Radway Parish Council - INTERNAL AUDIT CHECKLIST - YEAR ENDED 31 MARCH 2025			
	Completed		
	By	Status	Date
1 - BOOKKEEPING AND FINANCIAL RECORDS			
1.1 Review the procedures for the receipt of income and payment of items and confirm that adequate controls are in place.	TBG	Yes	16/4/25
1.2 Check that the receipts and payments book is up to date and that funds are banked on a timely basis.	TBG	Yes	16/4/25
1.3 Sample check 10% vouchers, payments and receipts to ensure payments and receipts are:	TBG	Yes	16/4/25
1.31 Properly recorded;	TBG	Yes	16/4/25
1.32 Supported by independent documentation;	TBG	Yes	16/4/25
1.33 There is evidence of authorised approval	TBG	Yes	16/4/25
1.34 The correct process set out in the Financial Regulations to obtain quotes and for procurement has been followed.	TBG	Yes	16/4/25
1.4 Check to ensure that the monthly management accounts, prepared on a spreadsheet, agree to the receipts and payment book.	TBG	Yes	16/4/25
1.5 Review the year end accounts and ensure that they are materially accurate & complete:	TBG	Yes	16/4/25
1.51 The financial records and management accounts prepared by the Clerk are presented to and reviewed by the Council.	TBG	Yes	16/4/25
1.6 Where appropriate the amounts in the Balance Sheet agree with the asset register	TBG	Yes	16/4/25
1.7 Check for evidence of the existence of assets listed in the asset register	TBG	Yes	16/4/25
1.8 Check to ensure that a bank reconciliation is prepared every month and that differences are resolved on a timely basis.	TBG	Yes	16/4/25
1.9 Review the insurance cover to ensure that it is adequate for the Councils needs	TBG	Yes	16/4/25
2 - PETTY CASH & LIMITED ASSURANCE REVIEW			
2.1 If no petty cash has letter to auditors been issued	TBG	Yes	16/4/25
2.2 Is all petty cash spent recorded and supported by VAT receipts where applicable	TBG	N/A	16/4/25
2.3 Is petty cash expenditure reported to the Council	TBG	N/A	16/4/25
2.4 Is petty cash reimbursement carried out regularly	TBG	N/A	16/4/25
2.5 If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt.	TBG	N/A	16/4/25
2.6 If declared exempt, has the letter to the auditors been raised	TBG	N/A	16/4/25
3 - BUDGET & PRECEPT			
3.1 Check to see that a budget has been prepared to support the precept set by the Council	TBG	Yes	16/4/25
3.2 Ensure that the Council financial performance against budget is reviewed on a monthly basis	TBG	Yes	16/4/25
3.3 Check that forecast reserves at the end of the year to ensue that the amounts comply with the financial regulations	TBG	Yes	16/4/25

Radway Parish Council - INTERNAL AUDIT CHECKLIST - YEAR ENDED 31 MARCH 2025

	Completed		
	By	**Status**	**Date**
4 - BANK ACCOUNT			
4.1 Bank mandate reviewed on a regular basis	TBG	Yes	16/4/25
4.2 Review of direct debits and standing orders	TBG	Yes	16/4/25
4.3 Electronic banking payments made in accordance with the Financial Regulations.	TBG	Yes	16/4/25
5 - FINANCIAL REGULATIONS and RISK ASSESSMENT			
5.1 Review the Standing Orders, Financial Regulations and The Council's risk assessments and advise the Council of any omissions or any necessary revisions required;	TBG	Complete	16/4/25
5.2 Check Section 137 purchases have been identified and do not exceed limits	TBG	N/A	16/4/25
5.3 Ensure that any loans raised during the last financial period complied with the Financial regulations	TBG	N/A	16/4/25
5.4 Check minutes for any unusual activity.	TBG	Complete	16/4/25
5.5 Check agendas for signatures and timely publication	TBG	Complete	16/4/25
5.6 Is there evidence that the bank reconciliation has been undertaken ln a regular basis and this has been reviewed and recorded as such in the minutes	TBG	Complete	16/4/25
5.7 Is there a General Power of Ceomptance and has kt been reconfirmed and minuted	TBG	N/A	16/4/25
6 - INSURANCE			
6.1 Evidence of insurance review	TBG	Yes	16/4/25
6.2 Evidence of Public and employee liability insurance	TBG	Yes	16/4/25
6.3 Inspected for risk and up to date inspection records exist	TBG	Yes	16/4/25
7 - PAYROLL			
7.1 Check calculation of wages and salaries and PAYE	TBG	Complete	16/4/25
7.2 Review the arrangements for the taxation of wages and salaries	TBG	Complete	16/4/25
7.3 Check annual salary reviews have taken place.	TBG	Complete	16/4/25
7.4 Employees offered pensions arrangements	TBG	Complete	16/4/25
7.5 Payslips, P60's and P45 issued in accordance with HMRC guidelines	TBG	Complete	16/4/25
8 - STAFF CONTRACTS JOB DESCRIPTIONS AND STAFF RELATED PROCEDURES			
8.1 Has the Clerk & Responsible Financial Officer been appointed	TBG	Yes	16/4/25
8.2 Contract of Employment and Job Description agreed	TBG	Yes	16/4/25
8.3 Annual appraisals undertaken	TBG	Yes	16/4/25
8.4 Discipline and Grievance Policy	TBG	Recommended	16/4/25

Radway Parish Council - INTERNAL AUDIT CHECKLIST - YEAR ENDED 31 MARCH 2025

	Completed		
	By	**Status**	**Date**
9 - DUE PROCESS			
9.1 Review policies and procedures and ensure regular reviews have been undertaken	TBG	Yes	16/4/25
9.2 Make recommendation to the Council for any new or updated policies	TBG	Yes	16/4/25
10 - COUNCILLOR CODE OF CONDUCT			
10.1 Code of Conduct	TBG	Yes	16/4/25
10.2 Councillor Responsibilities	TBG	Yes	16/4/25
10.3 Gifts and Hospitality Policy	TBG	N/A	16/4/25
10.4 List of member interests held	TBG	Yes	16/4/25
11 - CHARITIES			
11.1 Is the Parish Council is trustee of a charity	TBG	N/A	16/4/25
11.2 Charities reported and accounted for separately	TBG	N/A	16/4/25
11.3 Have the charity accounts been separately audited	TBG	N/A	16/4/25
11.4 Have the charity accounts and Annual Return been filed within the legal time limits	TBG	N/A	16/4/25
12 - BURIAL AUTHORITY			
12.1 Is the Parish Council is trustee of a burial authority	TBG	N/A	16/4/25
12.2 Has a cemetery manager been appointed	TBG	N/A	16/4/25
12.3 Have the rules and fees scales been regularly reviewed	TBG	N/A	16/4/25
12.4 Payments received agrees with burials in the financial year	TBG	N/A	16/4/25
12.5 Fees levied as per the councils agreed scale of fees	TBG	N/A	16/4/25
12.6 Are the Statutory Records correct	TBG	N/A	16/4/25
12.7 Do all internment of ashes have a certificate of creation	TBG	N/A	16/4/25
12.8 Have the necessary permits, permissions and transfer of Exclusive Burial Right (EBR) been completed correctly, documented and approved.	TBG	N/A	16/4/25
13 - WEBSITE AND EMAIL ACCOUNTS			
13.1 Accessibility Statement re Website	TBG	Yes	16/4/25
13.2 Has the Transparency Code For Small Authorities requirements been met and the following been published:	TBG	Yes	16/4/25
13.3 Are the policies, procedures minutes and agendas published in a timely manner	TBG	Yes	16/4/25
13.4 Is the financial information published in a timely manner including the year end requirements	TBG	Yes	16/4/25
13.5 Are the Councillors responsibilities published on the website	TBG	Yes	16/4/25
13.6 Has the NALC recommendation re the use of gov.uk been implemented	TBG	Recommended	16/4/25

Appendix 2

TheThatches
Avon Dassett
Southam
Warwickshire
CV72AT

Tel: 01295 690987
Mobile: 07775 762927

e-mail: trevorbgill@icloud.com

Wednesday, April 16, 2025

The Parish Clerk & Responsible Financial Officer
Radway Parish Council

For The Attention of Moore UK

Internal Audit of Radway Parish Council for the year 2024 - 2025

It will be noted that in the Annual Internal Audit Report 2024/25 page 3 for Radway Parish Council, the internal report item F has been marked by the internal auditor as "Not Covered."

In accordance with the instructions at the bottom of that page marked **Note., this letter confirms that Radway Parish Council holds no petty cash.

If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely

Trevor B Gill

Appendix 3

The Thatches
Avon Dassett
Southam
Warwickshire
CV72AT

Tel: 01295 690987

Mobile: 07775 762927

e-mail: trevorbgill@icloud.com

Wednesday, April 16, 2025

The Parish Clerk & Responsible Financial Officer
Radway Parish Council

For The Attention of Moore & Co

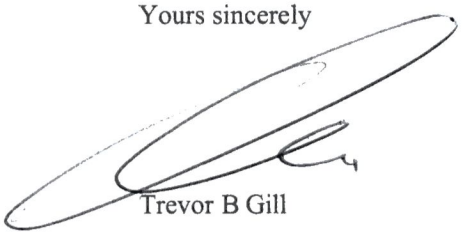
Internal Audit of Radway Parish Council for the year 2024-2025

It will be noted that in the Annual Internal Audit Report 2023/24 page 3 for Radway Parish Council the internal report item K has been marked by the internal auditor as Not Covered.

Radway Parish Council certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt.

If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely



Trevor B Gill