

## Heath Hayes and Wimblebury Parish Council

### Annual Internal Audit Report 2024/25

**This document is a supplement to page 3 of 6 of the Annual Governance and Accountability Return (AGAR) 2024/25, Form 3 and is intended to be read and published with that document. Copies of this document must be displayed with the AGAR and forwarded to the External Auditor.**

Internal Control Objective	Response	Reason for 'No'/Not covered response
A Appropriate accounting records have been properly kept throughout the financial year.	YES	
B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	NO	Payments were overlooked causing creditors to 'chase' invoices that were left unpaid for three or more months. This included payments to HMRC for PAYE and NI. While record of VAT paid was entered into the cashbook, VAT was not reclaimed during the year.
C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES	The Council reviewed its risk register (prepared by the outgoing Clerk) in May 2024. However, it was not strictly adhered to and the authority was uninsured for 10 days after the insurance renewal date because the premium was not paid.
D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	YES	The budget process for 2024/25 was robust and accurate.
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	NO	No VAT was reclaimed in the year. A new clerk took up the post in May 2024 and did not continue the practice of reclaiming VAT every 3 months. At the time of audit, the newly engaged locum Clerk had meticulously sifted through invoices for the year and reclaimed the VAT paid. The authority should be aware that this may impact on box 3 (other

		income) variance for 25/26 AGAR.
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for	NOT COVERED	No petty cash kept
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.	NO	Although the payroll company informed the Clerk of the amount due, PAYE and NI payments to HMRC had not been paid and were overdue at the year-end.
H Asset and investments registers were complete and accurate and properly maintained	NO	Additions to the asset register were not added until after the year end when a locum clerk was appointed to complete the AGAR and address issues raised by the Council in regards to administration of the Council.
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.	YES	
K If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	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.	NO	The authority did not publish to its website a publication scheme. This matter was raised during the year and although the Council agreed that a publication scheme should be adopted, this work was not completed. Minutes were not added to the website in a timely

		manner, with the Clerk citing broken links (this was not the case) and website problems. Assistance with uploading items to the website was offered by IT support and not taken up. The locum Clerk had brought the website up to date following her appointment.
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 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	YES	
N The authority has complied with the publication requirements for 2023/24 AGAR.	NO	The Notice of Conclusion of Audit was not published until October 12 <sup>th</sup> because the Clerk was on holiday when the audited AGAR was returned. This was not addressed with any urgency upon her return.
O (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	N/A	

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Internal Auditor