GAPTC
HELPING LOCAL COUNCILS TO SUPPORT COMMUNITIES

COLEFORD TOWN COUNCIL
Internal auditor's report for the year ended 31 March 2022
Name of Auditor: Janet Eustace

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council?	Yes	Adopted in May 2019. In May 2021 the Council considered adopting new SOs but referred the matter to Finance Committee for further consideration. Agreed at January 2022 meeting of	Minutes of May 2021 meeting

2. Finance

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	NA	Annual Governance Statement Assertion 3	
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	Yes No evidence that s137 has been used.	Following last year's IA recommendations Clerk is aware of need to identify correct powers to underpin expenditure. Annual Governance Statement Assertion 1 & 3	Cashbook seen by auditor. Minute 87 of August Council meeting
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes	Annual Governance Statement Assertion 1	Item 9 of Finance Committee meeting of 20 April
2.4	Was Petty Cash expenditure approved, if any? (Objective F)	Yes	A report is made to each Council meeting and petty cash payments are approved. Annual Governance Statement Assertion 1	Example: Minute 147 of meeting held 30 November 2021

3.3	Asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	Yes No	But note that a new website is under construction Annual Governance Statement Assertion 5	Minute 23 of Council meeting of 25 May and minute 9 of July Finance meeting
3.4	Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)	Yes Yes Yes	Throughout the year reports have been taken to Council on the state of the Clock Tower. Prices have been sought for repair work and regular risk assessments made. Annual Governance Statement Assertion 5	Example: minute 61 of July meeting of Council
3.5	Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial Regulations/Standing Orders (Objective B)	Not yet	But note this is to be implemented as part of the new appointment, this month, following successful recruitment process of a new Responsible Finance Officer (RFO) Annual Governance Statement Assertion 2	Advice from the Clerk.
3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Yes	Reported to each Council meeting. Annual Governance Statement Assertion 1	Example minute 58 of June Council meeting.

4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any? b) Were the general reserves reasonable? (Objective D)	Yes Yes	Annual Governance Statement Assertion 1	Item 7 of Finance Cttee meeting January 2021 AGAR on the web site
4.3	Was the precept demand for the year under review properly minuted in full council?	Yes		Minute 455 of January 2021 Council meeting
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	Yes Yes	Annual Governance Statement Assertion 1	Example Item 36 of June Council meeting
4.5	Are any significant variances from budget reported?	Yes	Annual Governance Statement Assertion 2	Minutes of Finance Committee meetings.

5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	 Yes Yes	The Council is a member of the LGPS. Only the Clerk qualifies. Other staff notified of availability of LGPS. Annual Governance Statement Assertion 3	Minutes of previous year's meetings.
5.6	Is Council a) registered with the Pension Regulator for auto-enrolment pensions? b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)	Yes Yes	Carried out via Payroll Administrator (Makinsons) on behalf of Council. Annual Governance Statement Assertion 3	Copy of correspondence seen by Auditor

6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded	Yes		Copy of Accounts on website.

	separate minute number from Section 1 above)?		Annual Governance Statement Assertion 3	
6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Yes	Annual Governance Statement Assertion 3	Website
6.7	Did council correctly provide for the exercise of public rights? (Objective M)	Yes	Annual Governance Statement Assertion 4	Minute 21 of Council meeting of 25 May
6.8	Previous internal audit report reviewed by council and action taken where recommended?	Yes	Annual Governance Statement Assertion 7	Minute 7 of Finance Committee meeting 20 April
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	Yes	Annual Governance Statement Assertion 7	Minute 22 of Council meeting of 25 May

			Council when appointing them Annual Governance Statement Assertion 6	
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?	Yes	Annual Governance Statement Assertion 3	Samples seen by auditor – Guthrie and Addis

8. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence
8.1	Minutes: a) DPIs or other interests recorded? b) published on website in draft form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	 Yes Yes Yes	Standing item on each agenda Annual Governance Statement Assertion 3	Minutes of meetings Minutes on the website Copies seen by auditor