



**UPPER RISSINGTON PARISH COUNCIL**  
**Internal auditor's report for the year ended 31 March 2023**  
**Name of Auditor: Ruth Waller**

**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**

<b>Ref</b>	<b>Test</b>	<b>Meets reqmts? Yes, No or N/A</b>	<b>Internal Auditor's comments/recommendations</b>	<b>Evidence</b>
1.1	Have Standing Orders been a) tailored to council?	a) Yes		Policy on website is tailored to Council and uses most recent version. Reviewed May 2022. Minute ref: 113/22 <a href="#">Microsoft Word - URPC Standing Orders -</a>

	b) reviewed using the most recent version? c) minuted?	b) Yes c) Yes	Annual Governance Statement Assertion 1	<a href="#">May 2021.docx (upperrissington-pc.gov.uk)</a>
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	a) Yes  b) No  c) Yes	The adopted version is based on the 2016 NALC template. Recommend that the latest version (2019) is adopted. (Template available on the GAPTC website)  Annual Governance Statement Assertion 1	Policy on website is tailored to Council but not using most recent version. Reviewed May 2022. Minute ref: 114/22  <a href="https://upperrissington-pc.gov.uk/documents/financial-regulations-for-upper-rissington-parish-council/">https://upperrissington-pc.gov.uk/documents/financial-regulations-for-upper-rissington-parish-council/</a>
1.3	Does the council a) give grants? b) have a grant-awarding policy?	a) Yes  b) Yes		Grants Policy on website <a href="https://upperrissington-pc.gov.uk/documents/grant-policy/">https://upperrissington-pc.gov.uk/documents/grant-policy/</a>
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	The PC received two quotations for the grass cutting contract for 2023/4. Two further quotes had not been submitted ahead of the PC meeting. Therefore, the PC only considered the two quotations received.  Annual Governance Statement Assertion 2 & 3	Example provided by Clerk: Grass cutting contract: 4 quotes requested - March 2023. Minute ref: 070/23
1.5	Code of conduct reviewed in the last 2/3 years?	Yes	Annual Governance Statement Assertion 3	Adopted 8 <sup>th</sup> February 2021. Policy on website <a href="#">Code of Conduct – Upper Rissington Parish Council (upperrissington-pc.gov.uk)</a>

## 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?	No	Does not meet criteria as less than 2/3 elected members.  Annual Governance Statement Assertion 3	Discussion with Clerk
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)	a) Yes b) Yes	Scribe account system used + separate Column  Annual Governance Statement Assertion 1 & 3	Cashbook seen by Auditor  Spend is under budget (£4,000)
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes	Recommend the Direct Debits are physically listed within the minutes.  Annual Governance Statement Assertion 1	13 <sup>th</sup> June 2022. Minute ref: 139/22h
2.4	Was Petty Cash expenditure approved, if any? (Objective F)	N/a	Annual Governance Statement Assertion 1	n/a
2.5	Is all expenditure	Yes		Transactions sample

supported by VAT invoices, if applicable?  
(Objective B)

Annual Governance Statement Assertion 1

2.6 VAT –  
a) recorded in accounts  
b) reclaimed?  
(Objective B)

a) Yes  
b) Yes

Annual Governance Statement Assertion 1

Discussion with Clerk.  
Last reclaim made in May 2023 for whole 22-23 financial year.

### 3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	a) Yes b) Yes	Annual Governance Statement Assertion 5	Insurance Policy seen by Auditor. Full review of cover in August 2022.
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	a) Yes b) Yes	Recommend this policy is uploaded onto the Website.  Annual Governance Statement Assertion 5	Policy seen by Auditor. Reviewed March 2023
3.3	Asset register a) reviewed regularly? (Objective H)	a) Yes b) No	Recommend this policy is uploaded onto the Website.	Assets register seen by Auditor. This was included as part of Scribe package. Discussion with Clerk as to how this could be transferred to the website.

			b) published on website? (Objective L)		
3.4	Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)	a) Yes b) No c) Yes	Annual Governance Statement Assertion 5  In the past this has only been inspected annually. Caretaker employed January 2023 who will now complete weekly checks. These will then be collated in a monthly report to Council.		Clerk confirmed assets are inspected regularly and any actions completed. Assets inspection has recently been included within the new village Caretaker's role.
3.5	Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial Regulations/Standing Orders (Objective B)	a) Yes b) Yes c) Yes	Annual Governance Statement Assertion 5  Internal Controls are undertaken monthly as a financial report is provided to Council. Councilors authorise all transactions at each meeting. Recommend that the formal Internal Control check completed by Councilors is recorded in the minutes.		Confirmation from Clerk and evidence in minutes that internal controls take place monthly. are undertaken monthly as we now report to PC monthly on all transactions shown in reports and the Councilors authorise all transactions. <a href="https://upperrissington-pc.gov.uk">Minutes – Upper Rissington Parish Council (upperrissington-pc.gov.uk)</a>
3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Yes	Annual Governance Statement Assertion 2		Evidence in December 2022 + January 2023 agendas  <a href="https://upperrissington-pc.gov.uk">Agendas – Upper Rissington Parish Council (upperrissington-pc.gov.uk)</a>
3.7	Review of a) investments?	a) Yes	Annual Governance Statement Assertion 1  Following recent elections, new Councilors will be added as signatories.		a) Reviewed 10 <sup>th</sup> January 2022. Minute ref: 396/21

	b) bank mandates (signatories on bank accounts)? (Objective B/C)	b) Yes	Annual Governance Statement Assertion 1	b) Reviewed March 2022
3.8	If bank cards in use, are proper procedures in place? (Objective B)	N/a	Annual Governance Statement Assertion 1	N/a
3.9	Are a) physical records secure? b) electronic records backed up?	a) Yes b) Yes	ReformIT manage the PC's IT requirements. Annual Governance Statement Assertion 5	Discussion with Clerk. a) Physical records kept in Village hall. b) Electronic records are backed up to the Cloud.

#### 4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review a) prepared? b) adopted? c) minuted? (Objective D)	a) Yes b) Yes c) Yes	Agreed in November meeting to be prepared by Councillor and Clerk  Annual Governance Statement Assertion 1	a) November 2021. Minute ref: 365/21 b)+c) December 2021. Minute ref: 391/2
4.2	a) Were the earmarked objectives of the reserves identified	a) Yes	Recommend the Financial Reserves Policy is noted in more detail when approving the budget.	All reserves detailed in Financial Reserves Policy + Investment Strategy. Reviewed 10 <sup>th</sup> January 2022. Minute ref: 396/21

	in the budget, if any? b) Were the general reserves reasonable? (Objective D)	b) Yes	Annual Governance Statement Assertion 1	
4.3	Was the precept demand for the year under review properly minuted in full council?	Yes	Amount requested has been recorded and in a separate minute reference.	January 2022. Minute ref: 012/22b
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)	a) Yes b) Yes c) Yes		Budget vs spend considered by Council at every meeting and minuted.
4.5	Are any significant variances from budget reported?	N/a	Annual Governance Statement Assertion 1  Annual Governance Statement Assertion 2	Everything reviewed in budget

## 5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Do all staff have a contract of employment?	Yes	Annual Governance Statement Assertion 3	Clerk's Contract and Caretakers contract seen by Auditor. NJC Salary point LC2.

5.2	Do salaries paid agree with those approved by Council? (Objective G)	Yes	Annual Governance Statement Assertion 1	Payslip seen by Auditor. Reviewed in November 2022 (NJC Pay Increase) Minute ref: 241/22
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	a) Yes b) Yes	Payroll outsourced to PATA UK	Payslip seen by Auditor. All deductions necessary have been made,
5.4	Are Councillor's allowances and expenses properly authorised & controlled, if any?	Yes	Annual Governance Statement Assertion 1	Chairman has a budget for expenses. Reviewed in January 2022,
5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	a) Yes b) No	Recommend this is minuted when Pension contributions are next reviewed.  Annual Governance Statement Assertion 3	Contributions into NEST pension.
5.6	Is Council a) registered with the Pension Regulator for auto-enrolment pensions? b) Has auto-	a) Yes b) Yes	Pension contributions managed through Payroll services (PATA UK)	Pension re-enrolment for Clerk completed February 2023.



enrolment  
 registration with  
 Pension Regulator  
 been reviewed  
 (required every 3  
 years)

Annual Governance Statement Assertion 3

## 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 properly on separate balance sheet if using Income & Expenditure reporting? <a href="#">(Objective J)</a>	N/a	Annual Governance Statement Assertion 1	n/a
6.2	Does Council as a whole consider the year-end accounts in addition to 6.5? <a href="#">(Objective J)</a>	Yes	Annual Governance Statement Assertion 1	Accounts considered 13 <sup>th</sup> June 2022. Minute ref: 138/22c
6.3	Minute confirming that council is eligible for Certificate of Exemption (only for	N/a		N/a

			councils with a turnover of less than £25,000) (Objective K)	Annual Governance Statement Assertion 1	
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Yes		Annual Governance Statement Assertion 3	June 2022. Minute ref: 138/22a
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Yes		Annual Governance Statement Assertion 3	June 2022. Minute ref: 138/22b
6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Yes		Annual Governance Statement Assertion 3	<a href="https://upperrissington-pc.gov.uk/documents/2021-2022-agar-form">https://upperrissington-pc.gov.uk/documents/2021-2022-agar-form</a>
6.7	Did council correctly provide for the exercise of public rights? (Objective M)	Yes		Annual Governance Statement Assertion 3	The dates for the period of exercise of public rights were also reported to council and minuted. 13 <sup>th</sup> June 2022. Minute ref: 138/22d
6.8	Previous internal audit report	Yes		Annual Governance Statement Assertion 4	The Internal Report and Actions recommended have been noted. November 2021 Council meeting. Minute ref: 366/21

	reviewed by council and action taken where recommended?		Recommend any actions/recommendations are listed within the minutes.	
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 Report has been noted. No actions required.	October 2022 meeting. Minute ref: 220/22
			Annual Governance Statement Assertion 7	

## 7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	Yes	Annual Governance Statement Assertion 3	Data Protection Policy and Privacy Policy on website <a href="https://upperrissington-pc.gov.uk/documents/data-protection-policy/">https://upperrissington-pc.gov.uk/documents/data-protection-policy/</a> <a href="https://upperrissington-pc.gov.uk/privacy/">https://upperrissington-pc.gov.uk/privacy/</a>
7.2	Is the Council a Managing Trustee?	no	Annual Governance Statement Assertion 9	N/a
7.3	Do trustees meet at least once a year and publish separate accounts?	N/a	Annual Governance Statement Assertion 9	N/a

(Objective O)

7.4	Website Accessibility Statement on website home page?	Yes	Annual Governance Statement Assertion 3	Accessibility Statement on home page. <a href="https://upperrissington-pc.gov.uk/accessibility-statement/">https://upperrissington-pc.gov.uk/accessibility-statement/</a>
7.5	Did council formally appoint GAPTC as the Internal Auditor?	Yes	Recommend that Council confirms that the Internal Auditor is competent and independent of Council when appointing them Annual Governance Statement Assertion 6	Minuted in 6 <sup>th</sup> February 2023. Minute ref: 033/23f
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?	No	Annual Governance Statement Assertion 3	N/a

## 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	a) Yes b) Yes		Minutes on website and physical minutes seen by Auditor.  <a href="https://upperrissington-pc.gov.uk">Minutes – Upper Rissington Parish Council (upperrissington-pc.gov.uk)</a>

	for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	c) Yes	Annual Governance Statement Assertion 3	June 2022 and November 2022 sampled by Auditor.
8.2	List of members' a) responsibilities (Objective L) and b) interests held and published on the website?	a) Yes b) Yes	Annual Governance Statement Assertion 3	Link to Register of interests under individual Councillor's information 'box' on the website. <a href="https://upperrissington-pc.gov.uk/council-members/">https://upperrissington-pc.gov.uk/council-members/</a>
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Yes	Annual Governance Statement Assertion 3	Agendas on website <a href="https://upperrissington-pc.gov.uk">Agendas – Upper Rissington Parish Council (upperrissington-pc.gov.uk)</a> Clerk confirmed agendas also displayed on noticeboard.
8.4	Summons issued in proper format?	No	Recommend signature underneath the summons. Annual Governance Statement Assertion 3	Not signed