

Annual Internal Audit Report 2020/21

ODSTOCK PARISH COUNCIL

WWW.ODSTOCK.INFO/AUDIT

During the financial year ended 31 March 2021, 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 2020/21 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

06/05/2021

Name of person who carried out the internal audit

ADRIAN TAYLOR

Signature of person who carried out the internal audit

Adrian Taylor

Date

06/05/2021

*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).

Odstock Parish Council

Summary Income and Expenditure Account for Year ended 31st March 2021

2019/20		2020/21
£	INCOME	£
12060.00	Precept	15075.00
0.00	Agency Services	0.00
0.00	Loans/Capital Receipts (inc R2 funds)	0.00
450.00	Recreation Ground and other Donations	150.00
0.00	WC Grants - skips, SWAG, CATG, etc	5645.00
135.50	Other Receipts - Interest, Cash, etc.	19.26
12645.50		20889.26
	EXPENDITURE	
4218.75	General Administration	4730.51
0.00	Section 137 Payments	0.00
875.00	Capital Spending	23041.55
0.00	Agency Services	0.00
3142.40	Maintenance	3056.17
410.50	Hire of Hall and rents	410.50
600.00	Grants	600.00
9246.65		31838.73
	General Fund	
18548.98	Balance Brought Forward at 1st April	21947.83
12645.50	ADD Total Income	20889.26
9246.65	LESS Total Expenditure	31838.73
21947.83	Balance Carried at 31st March	10998.36

Balance Sheet at 31st March 2021

2019/20		2020/21	
	Current Assets		
0.00	Debtors net of Bad Debt Provision	0.00	
100.00	VAT Recoverable	1768.67	
1152.91	Uncleared Funds	0.00	
20641.36	Deposit Account	9200.00	
53.56	Cheque Account	29.69	
21947.83	TOTAL ASSETS	10998.36	
	Current Liabilities		
0.00	Creditors	0.00	
0.00	Temporary Loans	0.00	
0.00	Bank Overdraft	0.00	
21947.83	NET ASSETS	10998.36	
	Represented by:		
4000.00	Capital Fund	4000.00	+0.00%
13257.00	Earmarked Reserves/Grants	4000.00	-69.83%
4690.83	General Fund Balance	2998.36	-36.08%
21947.83		10998.36	-49.89%

Signed *Adrian Taylor*

Internal Auditor

Date *6/5/21*

Signed *R.P. Parsons*

Clerk

Date *16-APR-2021*

Signed *Sally Nelson*

Chairman *SALLY NELSON*

Date *23/04/21*

Odstock Parish Council

Supporting Statements for the year ended 31st March 2021

2019/20		2020/21
£	Assets	£
0.00	Purchase of assets during the year	23041.55
Nil	Disposal of assets during the year	Nil
	At 31-Mar-20 the following assets were held	
3600.00	3 x Bus Shelters	3600.00
361.00	1 x Seat	361.00
3637.00	1 x Netball Surface and Post + 2 Goal Posts	3637.00
875.00	3 x Noticeboards	875.00
1.00	Lease on the Nunton Recreation Field	1.00
500.00	Goal Posts	500.00
6222.00	Playdale Playground and Field Gates	6222.00
13596.00	Storage Building	13596.00
2425.00	Hardstanding and Seats in front of Pavilion	2425.00
0.00	Proludic Playground & Picnic Tables	23041.55
38252.00	Pavilion in the Nunton Recreation Field	38252.00
2755.00	Pavilion Windows and Doors	2755.00
24190.00	Playground in Odstock Recreation Field	24190.00
96414.00	Total >:	119455.55
		+23.90%
Nil	Borrowings	Nil
	Leases	
1.00	Lease on the Nunton Recreation Field	1.00
	Debts	
	At 31-Mar-21 an amount of £1,768.67 was outstanding in respect of VAT	
100.00		1768.67
Nil	Tenancies	Nil
	S137 Payments	
	Section 137 of the Local Government Act enables Parish Councils to spend up to £8.32 per head of the Electorate to the benefit of the people in the area on activities and projects not specifically authorised by other powers. The limit for the Council in the year ended 31-Mar-21 was £3,627.52 (436x£8.32) No Parish Council funds were spent under S137 during 2020/21	
Nil		Nil
Nil	Advertising and Publicity	Nil
Nil	Superannuation	Nil

Signed *Adrian Taylor*

Internal Auditor

Date *6/5/21*

Signed *R.P. Parsons*

Clerk

Date *16-APR-2021*

Signed *Sally Nelson*

Chairman *SALLY NELSON*

Date *23/04/21*