

## Internal Audit Report

### Cholmondeley and Chorley Parish Council 2023/24

#### Action Plan

<u>Issue</u>	<u>Recommendation</u>
1	<u>Reserves B/fwd from 2023 (Point A)</u>
Although per the AGAR 23.24 the correct roll forward figures were entered from the prior year reserves to the new financial year. The c/fwd in 2023 and b/fwd in 2024 reserves figure of £8,956 does not agree to the total of the 2 bank account balances b/fwd.	The AGR for 22.23 and 23.24 should be amended so that all figures disclosed are correct. We acknowledge the council's efforts to get the bookkeeping and records up to date and that going forward the figures will be more accurate.
2	<u>VAT (Point B)</u>
The VAT reclaim form for 23.24 year has been completed and submitted to HMRC. HMRC are in communications with the clerk to get this set up and paid. However on a review of the cashbook figures, invoices and VAT reclaim form it was noticed that there were some expenses where VAT had not been correctly separated out and because of this they have been missed off the VAT reclaim form.	The council should review of all expenses, invoices and VAT to ensure VAT is correctly separated out and recorded. The council needs to ensure corrective action is taken to ensure all VAT is claimed correctly and any errors on previous VAT returns are corrected in a timely manner.
3	<u>Accounting Statements (Point J)</u>
The AGAR for 22.23 does not include the correct figures. Bank interest received has not been included in box 3 and also in the closing reserves in box 8. The AGAR for 23.24 also does not include the correct figures. The opening reserves figure in box 1 needs to be corrected and also the figure in box 6 needs to be corrected to include the fixed asset purchase in the year.	The AGR for 22.23 and 23.24 should be amended so that all figures disclosed are correct. We acknowledge the council's efforts to get the bookkeeping and records up to date and that going forward the figures will be more accurate.

4	<u>Published Certificate of Exemption (Point K)</u>	
	The published Certificate of Exemption for 22.23 shows the incorrect total annual gross income figure.	The council should ensure that the certificate of exemption is completed correctly and the total gross income and total gross expenditure figures agree to the accounts. We acknowledge the council's efforts to ensure all records are correct going forward.
5	<u>Publication requirements for the AGAR (Point N)</u> Smaller authorities must publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include :-  - Certificate of Exemption - Annual Internal Audit Report 2022.23 - Section 1 - Annual Governance Statement 2022.23 - Section 2 - Accounting Statements 2022.23 - Analysis of variances - Bank reconciliations - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015  The bank reconciliations and analysis of variances were not published on the authorities website.	The council must comply with the publication requirements of the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. We acknowledge and appreciate the council's efforts to get the bookkeeping and records up to date and that going forward the figures will be more accurate.
6	Any outstanding points raised by previous internal auditors	The council should ensure that these are actioned.