

Internal Audit Report

Cholmondeley and Chorley Parish Council 2023/24

The internal audit was carried out by undertaking the following tests in the AGAR Annual Return for Local Councils in England:

- 1 Checking that books of account have been properly kept throughout the year.
- 2 Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for.
- 3 Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks.
- 4 Verifying that the annual precept request is the result of a proper budgetary process, that budget progress has been regularly monitored and that the council's reserves are appropriate.
- 5 Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.
- 6 Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for.
- 7 Checking that salaries to employees have been paid in accordance with Council's approvals and that PAYE and NI requirements have been properly applied.
- 8 Checking the accuracy of the asset and investments registers.
- 9 Testing the accuracy and timeliness of periodic and year-end bank reconciliations.
- 10 Year end testing on accuracy and completeness of the financial statements.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is **in place**, adequate for the purpose intended and effective. The recommendations reported in the action plan overleaf should be implemented promptly.

Afford Bond Holdings Limited