

Annual Internal Audit Report 2020/21

Moreton, Bobbingworth and The Lavers Parish Council

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.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

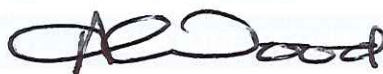
Date(s) internal audit undertaken

17/06/2021 21/06/2021 24/06/2021

Name of person who carried out the internal audit

Ann Wood of Letchwood

Signature of person who carried out the internal audit



Date

24/06/2021

*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).

**MORETON, BOBBINGWORTH & THE LAVERS
PARISH COUNCIL**

FINAL ACCOUNTS 2020/2021

**Parish Clerk
Julia Milovanovic**

Financial Summary 2020/2021

We started the year with £22,906.90 in the bank. The precept set for 2020/2021 was £16,285.

The total income (including precept, bank interest, defibrillator grant, a donation towards the defibrillator and a refund of monies on account from Attwells Solicitors) for 2020/2021 was £18,980.82. This also includes a VAT refund of £974.42 for the period 2019-2020. The donation for the tree on Moreton Green was also returned as the supplier was unable to order the tree due to the pandemic.

The total expenditure for 2020/2021 was £20,919.90 (which includes £1114.93 VAT). This was £1,794 below the budgeted expenditure due to the pandemic.

Two defibrillators and cabinets have increased our assets.

The balance of the accounts as at 31st March 2021 is as follows:

• Unity Deposit Account:	£20,539.61
• Unity Current Account:	£ 428.33
TOTAL:	£20,967.94

Note: The Parish Councils accounts are completed on a receipts and payment basis.

External Auditors Statement of Accounts for 2020/21

	31 Mar 20	31 Mar 21
	£	£
1 Balance Brought Forward	22,907	20,967
2 (+) Annual Precept	15,510	16,285
3 (+) Total other receipts	1,824	2,696
4 (-) Staff Costs	6,564	8,345
5 (-) Loan interest/capital repayments	0	0
6 (-) Total other payments	17,594	12,574
7 (=) Balances Carried forward	22,907	20,967
8 Total Cash & Investments	22,907	20,967
9 Total Fixed Assets	2,986	5,796
10 Total Borrowings	0	0

These figures include VAT

2020/2021- Final Budget -v- Actual

Expenditure

	Budget	Final	Comments
Clerks Salary/HMRC	8,306	8345	Underestimate HMRC
Home Office	520	530	Payment until 7/4/21 included so 21-22 year will only be £510 pa
Photocopying	100	0	No copying required due to all things being sent electronically due to covid
Mileage	160	14	Covid
Insurance	350	359	
Grants	3000	3200	Agreed to provide an annual grant of up to £200 for Bobbingworth Clock
Elections	100	0	Elections postponed
Postage and stationery	200	154	Due to Covid more documents sent electronically
General Admin	450	730	Phone box cleaning/painting to be reimbursed from ECC grant
Subscriptions EALC/NALC /ICO/Moneysoft/365	400	840	Additional subscriptions to zoom, RCCE, Wix, Website hosting
Audit	130	250	A forensic financial audit had to be undertaken on the 2021-2018 accounts
Xmas Tree/Open Parish Event	500	799	New Lights, Real Tree rather than permanent planted tree due to covid
Village Hall Hire	280	0	Meetings held electronically
Information Commissioner Fee	45	40	
Legal Expenses	3600	3600	
Bank Charges	72	72	
Clerk/Councillor Training	1500	60	Training cancelled due to Covid
General Parish expenses	1000	1926	Unbudgeted cost of defibrillator/cabinet - BHF grant withdrawn -Covid
VE day event	2000	0	Postponed due to Covid
VAT			
TOTAL	22,713	20,919	

Specific Earmarked Funds

	Budget	Spent	Remaining
Elections	400.00		400.00
Asset Maintenance	1000.00	30.00	970.00
VH Maint	278.00		278.00
Christmas Tree	345.00	345.00*	00.00
Total Earmarked		375.00	1678.00

	Budget	Actual
Precept	16285	16285.00
DefibDonation	0	82.00
VAT Repay	974	974.42
Attwells reimb	89	89.40
ECC Grant	0	1522.00
Bank Interest	28	28.00
Total Income	17376	18980.82

General Reserves at 31st March 2021: £19289.00

Earmarked Reserves at 31st March 2021: £1678.00

Moreton Bobbingworth & The Lavers Parish Council

Bank Reconciliation as at 31 March 2021

Balance per Bank Statements as at 31 March 2021

Unity Deposit Account	£ 20,539.61	
Unity Current Account	£ 428.33	
		<u>£ 20,967.94</u>
Less any un-presented cheques at 31 March 2021	£ -	
Add any un-banked cash at 31 March 2021	£ -	
Net balances as at 31 March 2021		<u>£ 20,967.94</u>

CASH BOOK

Opening Balance 1 April 2020	£ 22,906.67	
Add Receipts in the year	£ 18,981.17	
Sub Total		£ 41,887.84
Less Payments to 31 March 2021		£ 20,919.90
Balance (Receipts and Payments Book) 31 March 2021		<u>£ 20,967.94</u>

	BUDGET 19/20	EXPECTED FINAL	BUDGET 20/21
Clerks Salary	5836.00	6159.11	6130
Home Office	520.00	520.00	520
Photocopying	100.00	115.68	100
Mileage	150.00	164.00	160
Insurance	350.00	334.00	350
Grants	3000.00	3000.00	3000
Elections	100.00	0.00	100
Postage and stationery	100.00	200.00	200
General Admin (previously Miscellaneous)	450.00	1323.00	450
Subscriptions EALC/NALC	375.00	445.00	400
Audit	200.00	125.00	130
Xmas Tree/Open Parish Event	375.00	200.98	600
Village Hall Hire	275.00	270	280
Miscellaneous/other	200.00	224.00	225
Donation CPRE	40.00	0.00	0
Donation RCCE	75.00	0.00	0
Information Commissioner Fee	45.00	40.00	45
Bobbingworth Clock Maintenance	150.00	0.00	0
Bank Charges	30.00	36.00	40
Software Subscriptions Moneysoft/Office 365	150.00	100.00	150
Clerk/Councillor Training	1200.00	1400.00	1500
General Parish expenses	3000.00	0.00	1000
WW2 Event	0.00	0	1000
Village Hall Maintenance	0.00	0	
	16721.00	23254	16380

Specific Earmarked reserves 2020/21

NP	2000.00		0
NP Grants	1324.04	1222.04	0
Elections	500.00		500
Asset Maintenance	1000.00	100	1000
Bobbingworth Clock	0		200
Nags Head Legal/Planning Expenses	10000.00	9163	2000
TOTALS	4824.04	1322.04	3700