

**WOOTTON PARISH COUNCIL INTERNAL
FINAL AUDIT REPORT FOR THE
PERIOD ENDED 31 MARCH 2024**

Conducted 25th April 2024

**WOOTTON PARISH COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2024**

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31 MARCH 2024**

Introduction

The internal audit was carried out on 25 April 2024. Attending site was Simon Di Lorenzo from Haines Watts.

Summary of Work Completed

The work completed is identified in the following table below:

| AREA OF WORK | WORK COMPLETED |
|--|--|
| Bank and Cash Reconciliations | <ul style="list-style-type: none">a) Bank reconciliations were reviewed and agreed each month to ensure that controls were working effectively throughout the period.b) The reconciliation for the period to 31/03/2024 was verified to the accounting data as entered to QuickBooks software.c) Cash reconciliations were reviewed to the period up to 31/03/2024 |
| VAT Returns | <ul style="list-style-type: none">a) VAT returns for the year were reviewed and the balance as at 31/03/2024 was verified to the trial balance as at that date. |
| Substantive Income and Expenditure Testing | <ul style="list-style-type: none">a) A sample of income and expenditure was confirmed to supporting documentation. Receipts and payments were confirmed to the bank statements respectively.b) Internal authorisation procedures were checked for the council's expenditure for the period under review. One sample of purchases has authorization pending which will be reviewed further at final audit stage. |
| Risk Assessments | <ul style="list-style-type: none">a) The council's risk assessments were reviewed to ensure that due consideration has been given to identify the key and significant risks.c) To ensure that sufficient safeguards and controls are in place to mitigate identified risks. |
| Fixed Asset Register | <ul style="list-style-type: none">a) The fixed asset register was reviewed to ensure that assets owned by the council are correctly recorded. |
| Minutes of Meetings | <ul style="list-style-type: none">a) The minutes of meetings since the last internal audit were reviewed and any relevant information was noted. |
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| Review of Trial Balance | <p>a) The trial balance was reviewed for reasonableness</p> <p>b) The trial balance was confirmed to the accounts and annual return respectively to ensure financial results agree to source material.</p> |
| Insurance | <p>a) A review of insurance policies was conducted to ensure that sufficient cover is in place and is reasonable.</p> |
| Payroll | <p>a) A sample of payroll was verified to contracts of employment, banking and calculations for PAYE and National Insurance were checked.</p> |

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Results

The work completed is identified in the following table below:

| AREA OF WORK | OBSERVATIONS/POINTS |
|--|--|
| Bank and cash Reconciliations | Bank and reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at 31 March 2024. |
| VAT Returns | The balance as at 31/03/2024 was reconciled to the financial statements. No further observations were made. |
| Substantive Income and Expenditure Testing | No issues were identified with income and expenditure testing. A sample of four transactions were reviewed to supporting evidence and checked to ensure payments cleared the bank and receipts received. Authorisation procedures were confirmed to be working effectively. Accounting entries were correctly recorded and posted to the correct nominal code. |
| Risk Assessments | The Parish Council's risk assessments were confirmed to be reasonable and safeguards are considered to be appropriate and reasonably implemented. |
| Fixed Asset Register | The fixed asset register looks to be maintained with assets owned by the Parish Council. |
| Minutes of Meetings | Minutes were reviewed and no pertinent issues were identified for the period under review. |
| Insurance | Documentation was reviewed and is expected to be sufficient to cover the requirements of the Parish Council. |
| Other Observations | No other issues were identified to report. |

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Conclusion

In our opinion the Council is keeping their books and records in order and is following internal control procedures that have been established.

Haines Watts .

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S Di Lorenzo ACA BSc.
Director

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