

## DUNNINGTON PARISH COUNCIL

Review of Internal Audit for 2019-20 Document Adopted at Dunnington Parish Council Meeting held on 8<sup>th</sup> February 2021

### REVIEW OF INTERNAL AUDIT AND SYSTEMS OF INTERNAL CONTROL FROM 2019-20 AUDIT

Good governance, accountability and transparency are essential to local councils. The Parish Council is accountable for ensuring that public business is conducted in accordance with the law and applicable proper practices. It must also ensure that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.

The Accounts and Audit (England) Regulations 2015 require the Parish Council to ensure it has a sound system of internal control which

- a) Facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- b) Ensures that the financial and operational management is effective; and
- c) Includes effective arrangements for the management of risk.

To meet these conditions, the Parish Council is required to

- Carry out an annual review of the effectiveness of Internal Audit
- Consider the findings of this review ☐ Carry out an annual review of the systems of internal control
- Consider the findings of this review

The January 2020 review has been undertaken by Julie Bone Clerk/Responsible Financial Officer (RFO).

The following requirements were carried out

The Internal auditor, Ian Scott who carried out the Internal Audit since 2016-17 accounts audit agreed to again carry out the audit for 2019-20

The following steps were undertaken

1. An audit was carried out internally by Cllrs G Shaw/A Dykes on a 3 monthly basis of the cheques/invoices/cashbook and the findings were reported to the Finance and Strategy Group. The F&S group reported back to the full Parish Council
2. Budget 2019-20
  - Budget for 2019-20 was presented and discussed at the 10<sup>th</sup> December 2018 Parish Council Meeting (Item 4.1)
  - Budget for 2018/19 was approved 14th January 2019 Dunnington Parish Council meeting (Item 5.2)
  - Precept to increase by 10% - Agreed at 14th January 2019 Dunnington Parish Council meeting (Item 5.1)

3. The Annual Governance Statement was approved by the Parish Council on 13<sup>th</sup> July 2020
  - Parish Council considered the findings of the review carried out, of the effectiveness of the system of Internal Control and preparation of the Annual Governance Statement (Item 4.1.1)
  - The Parish Council approved the Annual Governance Statement by resolution (Minute reference 4.1.2)
4. The Accounting Statements
  - The Parish Council considered the Accounting Statements – 13<sup>th</sup> July 2020 (Item 4.2.1)
  - The Parish Council Approved the Accounting Statements by resolution 13<sup>th</sup> July 2020 (4.2.2)
  - The Accounting statements were signed and dated by the person presiding at the meeting – These were signed by the Chairman G Shaw and the Parish Clerk J Bone – 13<sup>th</sup> July 2020 ( Minute reference 4.2.3)
  - Approval of Public Rights Notification – The dates were approved by the PC at the DPC meeting held on 13<sup>th</sup> July 2020 – dates agreed 16<sup>th</sup> July 2020 to 26<sup>th</sup> August 2020
5. The Annual Governance and Accounting Statements were sent to the External auditor within the specified timelines and posted unaudited to the DPC website.
6. The Annual Governance and Accounting statements were signed by PKF Littlejohn and returned to Dunnington PC with no recommendations.
7. The Audited accounts were published to the DPC website within the specified timeline and Notice of conclusion of Audit published alongside on 16<sup>th</sup> November 2020

#### OPEN SPACES RISK REVIEWS

Parish Council Open Spaces reviews applicable

- PFA – Risk Review carried out by PFA
- Scouts and Guides – Risk Assessment adopted meeting 13<sup>th</sup> May 2019
- Hassacarr – Risk Review in progress
- Playpark – Risk Reviews completed on a regular basis and supplied to Clerk

#### INTERNAL AUDIT POINTS OF NOTE

- The Internal Audit was carried out by Ian Scott who it was established qualified to carry out this work.
- The Internal Auditor has direct access to the RFO and if necessary to the Chairman.
- The annual audit report was signed on 28<sup>th</sup> June 2020 and returned to the Dunnington Parish Council Clerk.
- The auditor does not have any other role in relation to Dunnington Parish Council. The Annual Audit report highlighted that no further action was required

RECOMMENDATIONS

None

Chairman signature..... Date.....

Clerk signature..... Date.....