

COVENHAM PARISH COUNCIL
INTERNAL AUDIT 2023/2024

I have carried out the audit of Covenham Parish Council for the year 1st April 2023 to 31st March 2024 and make the following observations and notes:

A ACCOUNTS	Receipts and payments have been entered on a spreadsheet and are clear.
B FINANCIAL REGS/INVOICES	Policies were reviewed and agreed in May 2023
C RISK ASSESSMENT	it is noted that the Risk Assessment is in place.
D PRECEPT/PROGRESS	Regular quarterly reports on financial situation have been minuted as being approved. Progress of expenditure/income against precept/anticipated are undertaken. The Budget process was proper and adequate
E INCOME/VAT	Expected income was received and paid directly into the bank. VAT is to be reclaimed for the year 23/24.
F PETTY CASH	There is no petty cash held.
G SALARIES	The council operated a PAYE system, administered by the Clerk in 23/24 year when it was noted there is no PAYE tax liability.
H ASSETS	The Asset Register is up to date
I RECONCILIATIONS	Year end reconciliation was properly carried out and regular reconciliations undertaken throughout the year, shown on the quarterly statements.
J ACCOUNTING BASIS	The correct accounting basis has been used.
K. EXEMPT	The Council declared itself exempt for 22/23
L. WEBSITE	The Council's website contains all the relevant required information.
M. PUBLIC RIGHTS	Notice for the exercise of public rights was properly noted on the website
N. PUBLICATION	The Council properly published the AGAR for 22/23 year