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28th April 2023

Internal Audit Report for Farningham Parish Council 2023

1) Appropriate accounting records properly kept. Scribe software for local councils is fully utilised for record keeping and reporting purposes.

2) Invoices and VAT records correct.
Interim audits were carried out in August 2022 and February 2023 at which time a random selection of invoices and receipts were reviewed, agreed to the cash book, bank statements and VAT returns and found to be in order.

3) Risk assessment, Standing Orders and Financial Regulations reports were reviewed and adopted by the Council in April 2022 and remain unchanged.

4) Budget was set in January and approved in February 2023. It is monitored on a monthly basis.

5) Precept received April and September 2022. Precept for 2023 was increased in January 2023 to £48,378.

6) No petty cash held.

7) Payroll function outsourced. Staff costs agreed to P45's, P60's and pensions. Noted £4000 payment to KCC pertaining to historical pension plan. For variances explanation, this is recorded in Staff Costs rather than Other Payments.

8) The Asset Register has been updated in April 2023, insurance cover has been renewed for 3 years.

9) AGAR due for submission to the new external auditor, Mazar's by 30th June 2023. The next interim audit is scheduled for August 2023.