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3rd June 2022

Internal Audit Report for Farningham Parish Council 2022

1) Appropriate accounting records properly kept.
Authorised payment list should be countersigned by a councillor.
Bank recs.should be countersigned, monthly, by a councillor.

2) Invoices and VAT records correct.
The sample selection of purchase invoices and receipts reviewed in November 2021 found incorrect VAT treatment for the energy invoices. The error has since been rectified and correct VAT is now applied. This was checked in May 2022. The VAT return has not been submitted for 2021-2022 and should include December 2020 to March 2021. The new parish clerk is aware and will ensure this is brought up to date by the next interim audit planned for August 2022.
A tick box should be added to the Risk Assessment doc.to ensure the VAT submissions and receipts are not forgotten.

3) Risk assessment, Standing Orders and Financial Regulations reports that were reviewed and adopted by the Council in July 2020 were not reviewed during 2021 but remain unchanged and have now been adopted (April 2022).

4) Budget agreed January 2022 and reviewed monthly.

5) Precept received April and September 2021.

6) No petty cash held.

7) Payroll function outsourced. Staff costs agreed to P45's, P60's and pensions.

8) The updated asset register reviewed and amended to include Farningham Village Hall.

9) Insurance reviewed and currently still under discussion.