Mrs J Chamberlain
Malt House Cottage
Malt House Road
Stansted, Sevenoaks
Kent
TN15 7PJ

6th May 2024

Internal Audit Report for Farningham Parish Council 2024

1) Scribe software for local councils is used for record keeping and reporting purposes. The VAT reporting function will be implemented for online VAT submissions in 2024/2025 and will be changed from an annual to quarterly submissions. Bank accounts are reconciled on a monthly basis and reviewed and countersigned by a councillor. A monthly list of forthcoming payments is reviewed by the council and agreed and signed by a councillor.

2) Invoices and VAT records correct.
Interim audits were carried out in August 2023 and February 2024 with the annual audit being completed in May 2024. At each time a random selection of invoices and receipts were reviewed, agreed to the cash book, bank statements and VAT account and found to be in order.

3) Risk assessment, Standing Orders and Financial Regulations reports were reviewed and adopted by the Council in April 2023 and remain unchanged. The Risk Assessment doc.will be updated in May 2024 to include debit card and grants policies and loss of councillors.

4) Budget was set in January and approved in February 2024. It is monitored on a monthly basis.

5) Precept received April and September 2023. Precept for 2024 was increased in January to £48,760.

6) No petty cash held.

7) The payroll function is outsourced. Staff costs agreed to P60's and pensions. It was noted, from reviewing the payroll summary in detail and subsequent input from the payroll provider, that a working from home allowance of £312 is included in the net pay and takehome pay calculations. Also there has been a historic early payment of paye/nics to HMRC which was corrected during the year.

8) The Asset Register has been updated to include CCTV that was purchased in 2008 but has never been included in the asset register. Insurance cover is in place.

9) The correct period for the Exercise of Public Rights was covered for the year, 5th June to 14th July 2023.

10) AGAR due for submission to the external auditor, Mazar's by 30th June 2024 and will be submitted to the council at the next meeting in June.
The next interim audit is scheduled for August 2024.