

Internal Audit of Accounts 2023-24

Staploe Parish Council

1. A random sample of 2 minutes read

November 23

July 23

2. Checked precept and budget

Precept received

3. Has budget been monitored?

Yes, all variances fully explained

4. Are any areas overspending and if so what has been done to correct this?

Salary budget has been increased

Water and electricity costs have increased in budget

Maintenance costs were higher than budget but these aren't expected for the following year so no change to budget

5. Have competitive quotes been obtained before awarding contracts and are there written agreements in place?

yes

6. Are cash book entries correct compared with cheque book, invoices and minutes? (Check a random selection of 10).

Yes

7. Have payments been authorised by the Parish Council and minuted?

Yes

8. Is VAT accounted for?

Yes

9. Do unearmarked reserve funds exceed the annual precept?

Are earmarked reserves clearly identified?

Unearmarked reserves are not over the annual precept

Earmarked reserves are detailed in the minutes

10. Are allowances eg., mileage and home telephone use agreed?

Yes

11. Is there an asset register of assets at cost?

Yes

12. Are bank reconciliations being done at least every 3 months (check minutes) and does the bank reconciliation for 31st March agree with the bank statement, and accounts?

Yes

13. Is there a risk assessment which is reviewed at least annually? (Review a random sample of actions in the risk assessment to ensure that they are being carried out).

Yes

14. Are the financial regulations reviewed annually?

Yes

Signed: 

Dated: 14/5/24

Staploe Parish Council

Year ended 31st March 2024

Cash book entries inspected

Nh

Sample Payments

Number	Name	Amount Paid	Payment Cleared	Approved (minutes)	VAT claimed	Verify invoice/email Ref	
1	Kevin Foksett (The C	290 y	y		N/A	Yes	21
2	Morelock Signs	84 y	y		Y	Yes	27
3	BHIB	549.24 y	y		N/A	Yes	36
4	Bradgate Fencing	178.2 y	y		Y	Yes	45
5	PC World Business	640.98 y	y		Y	Yes	60
6	Anglian Water Busin	45.65 y	y		N/A	Yes	65
7	Amazon Business	46.64 y	y		Y	Yes	80
8	Bedfordshire Pension	351.53 y	y		N/A	Yes	87
9	L. Crawford	1303.67 y	y		N/A	Yes	110
10	EDF Energy	18.83 y	y		Y	Yes	118