

Fair Account

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8 May, 2024

Frome Town Council
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Dear Mr Wynne

Internal Audit Report for Frome Town Council for 10/23 to 1/24

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control, and governance processes by considering public sector internal auditing standards & guidance.

We can confirm that we are independent of the Town Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the Annual Governance and Accounts Return (AGAR) for 2023/24.

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2024
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the second interim audit in 2023/2024 to check that the Council adheres to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

This review was conducted remotely, with consultations by Zoom link and telephone conference calls with the Business Manager (RFO) and Assistant Finance Officer (AFO). The AFO has provided full back-up information from the RBS Omega system, and continued access to the Audit folder held on the Town Council Server for the period October 2023 to January 2024 to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulations 2015 from the Council's website.

As we conduct each interim internal audit visit and reviews through 2023/2024, we will use the information already recorded from these visits to complete the internal control objectives on the AGAR Internal Audit Report. Where this is necessary, we will complete the AGAR Internal Audit Report on evidence already seen from all previous visits. This is acceptable practice for the External Auditor.

As part of this Internal Audit review, we checked:

Bank Reconciliations for all 11 cashbooks (8 Bank a/cs, 2 Petty Cash & CCLA Deposit)

- all Bank Reconciliations at 31 January 2024 were agreed, and no errors were noted.

Income and Expenditure incl. VAT, Barclaycard, PWLB Loan aspects & Asset purchases

Test checks on income and expenditure items in this period were confirmed, and details are accurate to the records held by Council. Assets identified on paid invoices in this period (Electric Vehicle, Container, Football Ground & Timber Shelter) are being added to the Asset Register. The Wild Play project items will be added to the Register when work is completed. The full Asset register review will be performed on the final Interim Audit. PWLB loan for VP toilets was received at £149,947.50 (Code 700/ 2302). VAT for Qtr. 3 (£42,490.89) was checked & refund confirmed to the Bank.

Town Council Minutes & Website

• Minutes of the Council were checked on the website for approvals and decisions made incl. approval of payments for November 2023 to January 2024. The Budget for 2024/25 was approved & Precept agreed at £2,553,158 (Min. 2024/013/FC). The Risk Register was reviewed at Oversight Ctte. on 31/1/24. The relevant website postings for all 2022/23 AGAR papers were correctly shown.

Payroll review

A full review of payroll aspects for December 2023 to the Council's Staff Chart was done.

Insurance

Zurich policy YLL-272004 covering 6/11/23 to 6/4/24 is held for standard Council aspects. Gallaghers OSR policy 57540056 provides Cyber cover for 4/8/23 to 3/8/24.

We are pleased to report that the various records and procedures in place for the Council provide a very good standard of control during this audit period.

This report should be taken to the next meeting of the Council to inform them of the Internal Audit work carried out. This Report should also be minuted by the Council.

I confirm that the Year-end audit will also include the AGAR work & the final Assets total. This will be conducted over 2 days in w/c 29/4/24.

Your sincerely

Paul Reynolds FMAAT