

Annual Internal Audit Report 2023/24

Colden Common Parish Council

www.coldencommon-pc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

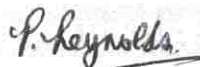
16th October 2023

29th April 2024

Name of person who carried out the internal audit

Paul Reynolds F.MAAT.

Signature of person who carried out the internal audit



Date

29/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Colden Common Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Y		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Y		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Y		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Y		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Y		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Y		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Y		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Y		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	Y		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

13th May 2024

and recorded as minute reference:

FPC 17/24

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

M. Ken
D. Boding

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Section 2 – Accounting Statements 2023/24 for

Colden Common Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	260,951	178,196	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	207,174	238,537	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	170,412	178,334	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	65,130	70,094	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	Nil	Nil	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	395,211	255,182	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	178,196	269,791	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	181,351	292,111	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,328,032	2,423,526	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	Yes			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	Yes			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

D Hadley

13th May 2024

Date

I confirm that these Accounting Statements were approved by this authority on this date:

13th May 2024

as recorded in minute reference:

FPC 18/24

Signed by Chair of the meeting where the Accounting Statements were approved

Mick

Name of Smaller authority: Colden Common Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

1. Date of announcement 14th May 2024

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:

Colden Common Parish Council,
Parish Office,
Colden Common Community Centre
Colden Common
SO21 1UU

commencing on 3rd June 2024

and ending on 12th July 2024

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

BDO LLP
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL
✉ councilaudits@bdo.co.uk

5. This announcement is made by Debbie Harding, Parish Clerk

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

Income and Expenditure Account

Unaudited

31/03/23 £		31/03/24 £
	INCOME	
1,583.78	Finance CIL Income	0.00
2,160.86	Finance Investment Income	5,938.87
2,305.78	Finance Misc Income	828.58
650.00	Finance Project Income	500.00
16,100.00	Lengthsmen Income	16,940.00
35,640.00	Planning Project Income	57,362.90
207,174.00	Precept	238,537.00
9,822.03	Recreation Lettings Income	11,763.50
102,150.00	Recreation Project Income	85,000.00
<u>377,586.45</u>	INCOME TOTAL	<u>416,870.85</u>
	EXPENDITURE	
17,521.16	Finance Office Costs	20,683.88
65,130.05	Finance Staff Costs	70,093.62
8,224.84	Grants	9,574.72
15,896.78	Lengthsmen Expenditure	16,840.00
207.36	Planning Bus Shelter Maintenance	457.20
1,215.81	Planning Car Park Maintenance	744.38
66,736.05	Planning Project Expenditure	0.00
1,966.20	Planning Speed Limit Reminders	1,530.00
7,705.68	Planning Street Lighting	6,627.79
12,101.96	Recreation Buildings Maintenance	16,608.89
76,223.78	Recreation Open Space Maintenance	53,301.82
4,030.45	Recreation Play Area Maintenance	47,258.51
181,547.85	Recreation Project Expenditure	76,462.10
1,833.52	Recreation Sports Maintenance	5,092.53
	Capital reduction long term borrowing	0.00
<u>460,341.49</u>	EXPENDITURE TOTAL	<u>325,275.44</u>
103,236.10	Balance as at 01/04/23	55,764.73
377,586.45	Add Total Income	416,870.85
<u>480,822.55</u>		<u>472,635.58</u>
460,341.49	Deduct Total Expenditure	325,275.44
<u>0.00</u>		<u>0.00</u>
35,283.67	Stock Adjustment	0.00
55,764.73	Transfer to/ from reserves	-87,726.13
	Balance as at 31/03/24	59,634.01

Signed M. Hill
 Chair
 13th May 2024

D. K. King
 Clerk / Responsible Financial Officer
 13th May 2024

Consolidated Balance Sheet

Unaudited

31/03/23
£

31/03/24
£

Current assets		
163,144.82	Investments	278,487.16
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
9,508.47	VAT Recoverable	10,071.54
13,704.50	Debtors	2,566.00
0.00	Payment in Advance	0.00
18,205.69	Cash in Hand & at Bank	13,623.52
204,563.48	TOTAL CURRENT ASSETS	304,748.22
204,563.48	TOTAL ASSETS	304,748.22
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
26,367.22	Creditors	34,956.55
0.00	Receipts in Advance	0.00
26,367.22	TOTAL CURRENT LIABILITIES	34,956.55
178,196.26	TOTAL ASSETS LESS CURRENT LIABILITIES	269,791.67
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
178,196.26	NET ASSETS	269,791.67
Represented by		
55,764.73	General Fund	59,634.01
0.00	Restricted CIL Funding	0.00
25,567.53	Rec Pavilion refurbishment	0.00
0.00	Footpath project	0.00
0.00	Assets to be replaced 2022/23	0.00
0.00	Assets to be replaced 2-4 years	0.00
0.00	Lengthsman Contract	0.00
0.00	Village gateways project	0.00
1,200.00	Lengthsmen 2022/23 balance	0.00
7,500.00	Illegal Encampment works	0.00
1,000.00	Telephone Box	0.00
87,164.00	Play Area Strategy Replacement	178,091.66
0.00	Solar Panel project	21,418.00
0.00	Recreation Ground Car Park	10,648.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00

Consolidated Balance Sheet

Unaudited

31/03/23		31/03/24
£		£
<u>178,196.26</u>		<u>269,791.67</u>
122,431.53	Reserves total excluding general fund and liabilities	210,157.66
0.00	Reserves total of liabilities e.g. deposits	0.00
55,764.73	General fund total	59,634.01
<u>178,196.26</u>		<u>269,791.67</u>
	Notes:	
0.00	Long Term Borrowing	0.00

Signed




Chairman

Date

13/5/2024

AUDIT OPINION

Responsible Financial Officer


13/5/2024