



Charlene Iredale (AATQB, CiLCA, IA)

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Date: 14th of May 2024

INTERNAL AUDITOR REPORT

Dear Julie,
Colton Parish Council.

I provide assurance in the form of an opinion whether on the basis of the review, the accounts and other information provided are in accordance with The Joint Panel on Governance and Accountability Practitioners Guide. Based on this, no matters come to my attention that give cause for concern and all relevant legislative and regulatory requirements have been met.

I have tested all areas of governance and they have duly passed. These areas are listed below.

- a. The cashbook is maintained throughout the year, up-to-date, arithmetic and balanced.
- b. The Council has formally adopted Standing Orders and Financial Regulations.
- c. VAT has been identified and recorded on the cashbook and you have verified reclaiming the VAT.
- d. Annual risk management is in place, minutes are recorded and financial controls are in place.
- e. The budget has been prepared in support of the precept and the actual expenditure against the budget is regularly reviewed.
- f. The income is recorded promptly and the precept recorded agrees with the Authority's notification.
- g. All employees have proper statutory contracts in place with clear terms and conditions and PAYE and NI are properly operated by the Council as an employer. It's worth noting that the Clerk should be paid the difference that she is owed as soon as practically possible following the banking issues.
- h. The asset register is maintained and the relevant insurance valuations are up to date.
- i. Bank reconciliations for each account are in place and available for the year-end 23/24.
- j. Year-end procedures are done correctly in line with a Receipts and Payments basis and agree with the cashbook, along with thorough audit trails on entries within the cashbook. Adjustments have appropriately been recorded.

Recommendations:

- a. Policies That Are Currently Missing:
 - 1. Privacy Policy: You need to develop a clear and comprehensive privacy policy to safeguard the personal data of your stakeholders and ensure compliance with data protection laws.
 - 2. Data Protection Policy: A formal data protection policy will help guide your practices around data collection, storage, and sharing, ensuring you meet legal requirements and best practices.
- b. Specific policy requirements can be sourced from the Information Commissioners Office website: www.ico.org.uk

I conclude that this is a very tidy and well-managed Annual Governance and Accountability Return.

Yours Faithfully,

Charlene Iredale

A handwritten signature in black ink, appearing to be 'Charlene Iredale', with a large, stylized initial 'C' and a long, sweeping horizontal stroke extending to the right.