

**Computer Support
Network & PC**



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**Independent Internal Audit & Training Service
for Parish and Town Councils**

18th May 2023

The Chairman
Bury Parish Council
C/o 37 Station Road
Ramsey
PE61 1JB

Dear Sir/Madam

INDEPENDENT INTERNAL AUDIT YEAR END REPORT for Financial Year 2022/2023

As a result of my recent year end inspection, I enclose a report of my findings, together with any recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents, but in a spot check we have discussed the following issues and I have clarified all of them with the Clerk at our meeting.

I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts. Please note that the External Auditors have now ruled that the Independent Internal Audit and Report must be completed before the Council meet to adopt their year end accounts and complete the AGAR.

I trust that the Parish Council have been satisfied with the level of service we have provided and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £49.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile when applicable.

Yours faithfully

Jacquie Wilson (Mrs) Director

COUNCIL MATTERS

- Seats 9 Vacancies 3 Election 2022
- Declaration of Acceptance of Office and Register of Interest Forms have been signed.
- New Code of Conduct has been adopted.
- Web Site : the Council are currently investigating updating the site.

EMPLOYMENT

- The Clerk has a contract and job description. She now needs a staff appraisal to take into account her increased responsibilities and her CiLCA qualification.

INSURANCE

- The Policy is with Gallagher with data breach cover on a three year contract due to be renewed in September.

COUNCIL POLICIES

- All policies are up to date with Risk Management Policy found to be fit for purpose.
- General Power of Competence: The Council have qualified to use this power.

ICO REGISTER

- Annual Registration Fee has been paid.

CONTRACTORS

- The caretaker is also responsible for cutting the grass and is on a three year contract which is reviewed annually.

PLAY AREAS – SPORTS FIELD – BMX TRACK

- The caretaker walks round almost daily and two councillors complete a monthly inspection log which goes to the Clerk.
- RoSPA have undertaken the annual inspection,

VILLAGE HALL

- Council are not responsible for management.

ALLOTMENTS

- Work is in progress to introduce some Allotments for use by the parish.

BURIAL AUTHORITY

- Council are members of the ICCM
- Risk Assessment included a memorial inspection last year
- Work is in progress to create an electronic site plan using Scribe.

ARCHIVE

- Work in progress

FINANCE

- Bank Account with Unity Trust.
- There is also an account with the CCLA Public Sector Deposit Fund which mainly contains the balance of S106 funding
- The Accounting package is with Scribe
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Petty Cash

- No

Bank Mandate

This will be renewed at the Annual Meeting of the Parish Council.

Budgetary Control Statement

- Issued to the council quarterly

VAT

- Claimed quarterly
- The Clerk attended training and a VAT rep will be joining the project to give advice.

PRECEPT	£61,200	FIXED ASSETS	£111,354
GENERAL RESERVE	£64,031		
EARMARKED RESERVE	£ 178,616		
Including CIL			
CIL	£	C/fwd Balance	£242,648

Published Accounts from Monday 3 July – Friday 11 August 2023

I also attach some training notes on creating a Fixed Asset Register.

Ideas for Fixed Asset Register

- It is advised that you create this new document by asking staff/councillors to take a particular area in the town and log everything in it and where it is. If you then compare this with the insurance list you quite often find an item was actually disposed of 20 years ago!
- By incorporating the new Asset Register into the data base for risk management you will ensure that no asset falls through the net.
- When looking at the insurable value of an asset the Council can decide whether it needs to be insured (in other words if it is located in a safe place and it would be more viable to replace this item should it become unsafe).
- The use of column one (whilst being time consuming at the construction stage) will allow you to reference a particular bench and ensure that
 - any inspection log fault reported is for the correct asset
 - any instructions staff give to a contractor will ensure the correct asset is repaired etc.

The use of the acquisition date (if known) could help consider whether this asset should be refurbished or replaced when setting future budgets.

Unique number for each asset	Bench	Location	Date of acquisition	Acquisition Price (incl.VAT)	Renew/Replacement Value
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