

92 Well Lane
Curbridge
Witney
OX29 7PA
25th April 2021

Mr H Higgins
Clerk to Curbridge and Lew Parish Council
88 Well Lane
Curbridge
Witney
OX29 7PA

Dear Mr Higgins

Curbridge and Lew Parish Council – Internal Audit Report for 2020/21

I have now carried out the internal audit of Curbridge and Lew Parish Council for the year ended 31st March 2021, as requested by you and as required by the Accounting and Audit Regulations 2015.

My conclusions are that the records are well kept, up to date, agree with underlying records and the Council meets the objectives of internal control addressed in the Annual Internal Audit Report in the Annual Governance and Accountability Return Part 3.

The following is a list of my findings relating to the objectives therein.

- A. Accounting records kept properly** The spreadsheet is kept up to date, is accurate and matches bank statements.
- B. Financial regulations met, payments supported by invoices, expenditure approved and Vat accounted for** All invoices reviewed were satisfactory.
- C. Risk assessment arrangements** These were reviewed, along with financial regulations, the Transparency Code and the particular COVID 19 risk assessment for the play area in March 2021 and no changes deemed necessary.
- D. Precept, adequate budgetary process and reserves** The precept requirement is appropriate, considering the level of expenditure and use of reserves in the year. The budget has been monitored closely considering the several projects going on during the year.
- E. Income** Hall lettings were zero due to COVID 19, but income from VAT higher than normal due to level of expenditure and the receipt of S106 monies and 2 grants from the Councillor Priority Fund.
- F. Petty cash** Any expenditure covered by expenses has receipts and is approved for payment, VAT being accounted for.
- G. Payroll** The clerk and parish hall cleaner are paid in accordance with Council approvals, and tax is being paid at the basic rate to HMRC
- H. Asset register** The Council's principal asset is the refurbished parish hall. The asset register is complete.
- I. Bank reconciliations** Bank statements are monitored monthly and balance reported at parish council meetings. Year end reconciliation carried out.
- J. Accounting statements** These have been correctly prepared on a receipts and payments basis and there is an adequate audit trail from underlying records.

- K. Exemption criteria** The parish council had a limited assurance review because of its higher than normal spend. Internal audit carried out each year as required.
- L. Transparency code** The authority had a turnover last year exceeding £25,000, but published all information on its website.
- M. Exercise of public rights** This was carried out as required by the Regulations.
- N. Publication requirements** The parish council complied with the publication requirements.
- O. Charitable trust funds** The Council, as a corporate body, is the sole trustee for the Curbridge Recreation Ground Charity, which comprises the Lord Kitchener's field. The Council met its responsibilities.

This report and the incidence of an internal audit should be drawn to the attention of the full Council for any discussion necessary and this should be fully minuted to comply with the Regulations.

Yours sincerely

S. Zollman

Stephanie Zollman