

Walberswick Parish Council

Internal Audit Report Response & Action Plan 2023/24 - 10 June 2024

There were two recommendations and one comment encouraging further action included in the Council's internal audit report for 2023/24, dated 30 April 2024, prepared by Suffolk Association of Local Councils. The following responses and actions were agreed by the Council on 10 June 2024:

(REC1) It is noted a grant payment (Neighbourhood Plan) of £782.35 was returned to Groundworks. This was shown as a minus payment within the income ledger. This should have been placed in the payments ledger as no Groundworks grant was received in the year 2023/24 to nett against. However, if the grant from Groundworks had been received within the year 2023/24 this would have been the correct procedure. It is recommended that the receipts and payments cashbooks are amended to reflect the above comment.

Amendments were made to the appropriate records for 2023/24 by the Responsible Financial Officer in advance of the presentation and approval of key financial documents by the Council at its meeting in June 2024. Amendments were therefore made to the year end receipts and payments reports, bank reconciliation, statement of accounts, accounting statements and explanation of variances. Once approved, this recommendation will have been implemented in June 2024.

(REC2) The Risk Assessment is reviewed on an annual basis and should be completed within the year under review and will therefore need to be reviewed again for the year 24/25 before 31 March 2025.

The Risk Assessment for 2023/24 was presented to the Council by the Parish Clerk for approval at its meeting in April 2024. The Risk Assessment for 2024/25 was then presented to the Council for approval at its annual meeting in May 2024 at which time future annual approvals would be sought. This recommendation was therefore implemented in May 2024.

(COM1) Council may wish to update at the next review the public contracts figure from £25,000 to £30,000 (item 18) in its Standing Orders to match Council's own Financial Regulations.

Arrangements will be made by the Parish Clerk to update the public contracts amount in the Council's Standing Orders at its next review in 2024/25.