

# Annual Internal Audit Report 2018/19

## The Dunsforths Parish Meeting

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 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	Agreed? Please choose one of the following		
	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.			N/A
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.			N/A
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			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

13/05/2019

Name of person who carried out the internal audit

NICHOLAS WILSON

Signature of person who carried out the internal audit

N Wilson

Date

13/05/19

\*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).

## Part 2PM Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### The Dunsforths Parish Meeting

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 2019, that:

	Agreed		‘Yes’ means that this Parish Meeting:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 Parish Meeting to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this Parish Meeting’s accounts.</i>
5. We carried out an assessment of the risks facing this Parish Meeting and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of this Parish Meeting.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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 Parish Meeting and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>

\*For any statement to which the response is ‘no’, an explanation should be published

This Annual Governance Statement was approved at a Parish Meeting on:

16/05/2019

and recorded as minute reference:

AGM 2019

Signed by the Chairman of the meeting where approval was given:

Chairman



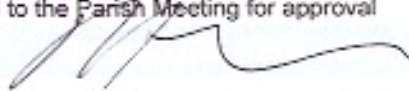
## Part 2PM Section 2 – Accounting Statements 2018/19 for

### The Dunsforths Parish Meeting

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	3,185	4,628	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	2,464	1,515	Total amount of precept received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	80	440	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received.
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Parish Meeting's borrowings (if any).
6. (-) All other payments	-1,101	-1,368	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	4,628	5,215	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	4,628	5,215	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,652	1,210	The value of all the property the Parish Meeting owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2019 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 Parish Meeting.

Signed by the Chairman before being presented to the Parish Meeting for approval



Date

16/05/2019

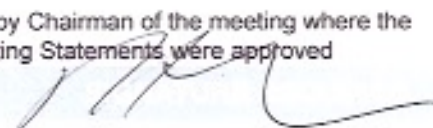
I confirm that these Accounting Statements were approved by this Parish Meeting on this date:

16/05/2019

as recorded in minute reference:

AGM 2019

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



Parish of the Dunsforths Financial Accounts 1st April 2018 to 31st March 2019

Explanation of Significant Variances

Section 2	2017/18 £	2018/19 £	Variance £	Variance %	Explanation	£
Box 2 Precept	2,464	1,515	(949)	-39%	Flood reserves building in prior year not repeated Other items	(990) 41
Box 3 Other Receipts	80	440	360	450%	Increase in grants Unrepeated 2017/18 receipts	415 (55)
Box 4 Staff Costs	0	0	0	0%	N/A	
Box 5 Loan interest or capital repayments	0	0	0	0%	N/A	
Box 6 Other Payments	(1,101)	(1,368)	(267)	24%	Tree planting Defibrillator installation Unrepeated 2017/18 costs Minor savings	(274) (200) 206 1
Box 9 Fixed Assets	1,652	1,210	(442)	-27%	Depreciation of wasting assets	(442)
Box 10 Borrowings	0	0	0	0%	N/A	
Explanation for "high" reserves	Box 7 is £5215 and Box 2 is £1515 so Box 7 is 3.4 times larger than Box 2. The reserves are required to fund flood research and management costs anticipated in the next few years.					

**Parish of the Dunsforths Financial Accounts 1st April 2018 to 31st March 2019**

<b>Bank Balance</b> at 31st March 2018 per statement			4,627.61
Reconciling items to Accounts- unrepresented cheques			0.00
<b>Bank balance</b> at 31st March 2018 per Accounts			<u>4,627.61</u>
<b>Receipts</b>			
Precept	27/04/18 HBC	758.00	
Precept	28/09/18 HBC	757.00	
Tree Planting Grant	15/11/18 Two Ridings	274.00	
Verge Cutting	01/02/19 NYCC	165.99	
<b>Total Receipts</b>			<u>1,954.99</u>
<b>Payments</b>	Date	Chq No	
BHIB Insurance	04/06/18	200256	187.44
Drainage Board	12/06/18	200255	-3.33
YLCA	02/07/18	200254	-61.00
Thorpe Trees - grant funded tree planting	03/12/18	Internet	-274.33
Rob Sanderson Verge Cutting	14/01/19	Internet	-642.00
Defibrillator Fund	19/01/19	Internet	-200.00
<b>Total Payments</b>			<u>-1,368.10</u>
<b>Closing Balance</b> per Cash Book			<u>5,214.50</u>
<b>Uncleared items</b>			0.00
<b>Closing Balance</b> at 31st March 2019 per Bank Statement			<u><u>5,214.50</u></u>

**PKF Bank Reconciliation Template Input**

Balance per bank statements as at 31st March 2019	5,214.50
Petty Cash	0.00
LESS: any unrepresented cheques as at 31st March 2019	0.00
ADD: any unbanked cash	0.00
<b>Net balances</b> as at 31st March 2019 (Box 8)	<u>5,214.50</u>
<b>Cash Book</b>	
Opening Balance 1 April 2018 (prior year Box 8)	4,627.61
ADD: Receipts for the year	1,954.99
LESS: Payments for the year	-1,368.10
<b>Closing Balance</b> per Cash Book (Box 8)	<u>5,214.50</u>

**Parish of the Dunsforths Financial Accounts 1st April 2018 to 31st March 2019**

**Fixed Asset Register**

	Acquisition Date	Cost	Historic Depreciation	NBV B/Fwd	Additions	Disposals	Current Depreciation	NBV C/Fwd	Depreciation Period	Comments
Millennium Woodland	2000	1,000.00	0.00	1,000.00				1,000.00	N/A	Land - no depreciation
Lower Dunsforth Noticeboard	c. 2010	411.00	328.80	82.20			-82.20	0.00	5 years	Fully depreciated at March 2019
Upper Dunsforth Bench	c.2010	1,278.00	1,022.40	255.60			-255.60	0.00	5 years	Fully depreciated at March 2019
Telephone Box	2012	524.00	209.60	314.40			-104.60	209.60	5 years	Expected life to March 2021
<b>Total Fixed Assets</b>		<b>3,213.00</b>	<b>1,560.80</b>	<b>1,652.20</b>	<b>0.00</b>	<b>0.00</b>	<b>-442.60</b>	<b>1,209.60</b>		