

LIGHTATTOUGH

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08 June 2023

The Town Clerk

Ryde Town Council

Town Hall Chambers

10 Lind Street

Ryde

PO33 2 NQ

Dear Lisa

Final Internal Audit Report

Ryde Town Council –October 2023 to March 2024 and Year End procedures

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2023-24 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Smaller Authorities – A Practitioners' Guide (England)' 2023
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2023/2024 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

It was agreed with the Responsible Finance Officer that the final internal audit review was carried on Tuesday 11 June 2024. The Responsible Finance Officer also provided back-up information from RBS Omega for the period October 2023 to March 2024 and End of Year details in advance of the visit to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulations 2015 from the Council's Website.

As we have carried out an Interim Internal Audit visit in 2023/2024, we are also using the information already recorded from this visit to complete the internal control objectives on the (AGAR) Internal Audit Report.

Where this is necessary, we will complete the AGAR Annual Internal Audit Report on evidence already seen from the previous reviews. This is acceptable practice for the External Auditor.

We have noted that the banking arrangements have been actioned to close the Nat West Bank accounts and open new bank account with Unity Trust Bank.

The work as at March 2024 is nearing completion for St Thomas's Church. We have noted that the funding from the Youth Investment Fund Grant totalling £578,557 is continuing to be received. The contracts for the work continue and are monitored on a regular basis.

The Ryde Marina project is now progressing, and the first phase is nearing completion.

We note that the Council have deposited monies in the CCLA Deposit Account which stand at £200,000 as at the 31 March 2024 and are benefiting from a good rate of return on their investment.

The following good Practice continues at the Town Council as:

- The Council maintains its books and records on RBS Omega software
- The Council is aware of the requirements of GDPR.
- The Council is registered with the ICO.
- Total payments to be authorised are recorded in the Council Minutes
- The budgeting process continues to be detailed and monitored.
- The Council continue to take an active scrutiny role.
- All income and expenditure could be traced to the Council's bank accounts.
- VAT claims continue to be made regularly.
- Payments to HMRC for National Insurance and PAYE are made regularly.
- The website is compliant with the requirements of the Transparency Code Regulations 2015.

As part of this final Internal Audit review, we checked:

Bank Reconciliations including Petty Cash

- the Bank Reconciliations at 31 March 2024 was re-performed and the petty cash totals were checked. No errors were noted.

Income and Expenditure

- all income and expenditure items were confirmed and details are accurate to the records held by the Council as at 31 March 2024.

VAT Reimbursement

- the Responsible Finance Officer has submitted a VAT claim to HMRC for the period January 2024 – March 2024 in the sum of £38975.29. This was submitted in April 2024 and was received on the 24 April 2024.

Risk Assessment 2023/2024

- the risks of the Town Council were approved by the Town Council at their March 2024 meeting to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2023) is met.

Town Council Minutes

- Minutes of the Council were checked on the website for approvals and decisions made and approval of payments was checked for October 2022 to March 2023. (***Audit Note: Draft Minutes should be confirmed at each Town Council or Committee meeting and the full set of approved minutes posted on the Town Council website without reference to draft minutes. (Audit Note: The details of the approved Budget and Precept sums should be recorded in the Town Council minutes).***)

Asset Register

- The Asset Register has been continually reviewed in 2023/2024 and additions and deletions are updated as required.

End of Year Procedures 2023/2024

A full check was carried out on the End of Year documentation provided by the Responsible Finance Officer to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2022/23 and 2023/2024 shown on Section 2 of the AGAR as required by the External Auditor.

The 2023/2024 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations 2015.

This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins. (***Audit Note; We are pleased to report that the Town Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).***)

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

This report should be noted and taken to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,
Tim Light FMAAT
Internal Auditor.