

Arthuret Parish Council

Responses to Internal Audit Report 2023/24

The PC is grateful to the new internal auditor for highlighting the many areas where we have not followed the accounts and audit regulations 2015, and proper practises for the running of Arthuret PC.

Post year-end there has been a change in employees, we now have a new P/T Clerk & RFO.

Already we have introduced improved internal controls such as monthly bank reconciliations, financial transactions report & there will be quarterly budget monitoring.

The fixed assets register is being reviewed and updated, as is the annual risk assessment.

Standing orders and financial regulations have been reviewed and updated accordingly.

The issues with HMRC, including interest accruing & incorrect salary paid to the previous clerk, have been resolved. Two late penalty fees have been appealed.

A review of VAT to be claimed has been undertaken & any outstanding amounts to 30th June 2024 will be claimed early July 2024.

Although at the time of the internal audit there was no confirmation email from Cumberland Council nor a remittance advice detailing the amount of precept to be paid, the amount received agrees to the amount requested in the minutes and that due per the Cumberland Council website.

A secure box will be purchased for petty cash.

Going forward a more detailed review will be undertaken of the annual budget which will be more detailed than previously and set out in a different format.

No payment will be made without a supporting invoice/payment confirmation.

Written weekly play area inspections to be implemented asap.

A more user-friendly website is being investigated, so that the clerk/RFO can upload information themselves rather than waiting for a third party.

The council acknowledges that the reserves are far too low & will be reviewed with the annual budget.

Allotments – Internal controls are to be reviewed asap.