

Skegness Internal Audit 2022/23

Parish Council website	www.skegness.gov.uk		
Name of internal auditor	Mrs. L. Phillips		
Date of audit	19 th May 2023		
Skegness TC Clerk	Steve Lerner	steve@skegnesscouncil.org.uk	
Skegness TC Chairman	Cllr. Pete Barry	cllrbarry@skegnesscouncil.org.uk	
Electorate	15,111	Total number of seats	21
Quorum	7	Number of councillor vacancies	0
Precept Demand 2022/23	582,578	Gross budgeted Income	128,130
Date of most recent audit	13/5/22	Date of next audit agreed with Clerk	TBC
	Y/N	Comments	
Has the internal auditor seen previous audit reports including the most recent?	Y	Yes, undertaken by the same auditor.	
Is there evidence that previous internal and external audit reports have been acted upon?	Y	N/A	

Key governance review	Y/N	Comments & recommendations
Standing orders (tailored and reviewed)	Y	https://www.skegness.gov.uk/uploads/standing-orders-approved-may-2022.pdf?v=1653297311 Reviewed May 2022
Financial regulations (tailored and reviewed)	Y	https://www.skegness.gov.uk/uploads/financial-regulations-may-2022-approved-15.pdf?v=1670843991 Reviewed May 2022
Terms of reference (ToR) (committees / working groups)	Y	Reviewed May 2022
Code of Conduct (elected members)	Y	https://www.skegness.gov.uk/beta-skegness/code-of-conduct.html Adopted 6/4/22 effective 1/7/22
Complaints procedure (tailored and reviewed)	Y	https://www.skegness.gov.uk/uploads/complaints-policy-and-procedure-approved-february-2021.pdf Last reviewed 23/2/21. Review overdue.
Insurance Cover <ul style="list-style-type: none"> • Reviewed annually • Certificate(s) viewed & valid • Employees' Liability Cover in place and published • Public Liability Cover • Employees' Fidelity Guarantee • Councillors' ages reviewed and recorded 	Y Y Y Y Y Y	Age 90 Max

Income control	Y/N	Comments & recommendations
Income properly recorded and banked promptly	Y	Evidenced – Paying in Books
Precept income received in bank account	Y	Evidenced – Statements 30/9/22 & 29/4/22

Transparency	Y/N	Comments & recommendations
Internal controls (statement or review)	Y	https://www.skegness.gov.uk/governance-and-policy.html
Investment strategy	Y	Policy reviewed
Publication scheme (reviewed)	Y	https://www.skegness.gov.uk/access-to-information1.html
Risk assessment (statement or review)	Y	https://www.skegness.gov.uk/governance-and-policy.html
Pay policy (staffing - reviewed)	Y	https://www.skegness.gov.uk/pay-policy-statement.html
Spending authorised	Y	Evidenced website / minutes
Land and assets (reviewed)	Y	Part of Insurance Review, Risk Register Review
Adequate GDPR policy / procedures in place	Y	Reviewed May 2022
Arrangement for inspection of public records adequate	Y	On website
All items of expenditure published	Y	Evidenced - website
End of year accounts published by 1 July	Y	Evidenced – website
Annual Governance statement published by 1 July	Y	Evidenced – website
Internal audit report published by 1 July	Y	Evidenced – website
Councillor responsibilities published by 1 July	Y	Evidenced – website
Asset register published by 1 July	Y	Evidenced – website
Agendas and meeting papers published within three clear days	Y	Evidenced – website
Draft minutes published within one month of the meeting	Y	Evidenced – website

Accounting	Y/N	Comments & recommendations
Cashbook maintained and up to date	Y	Evidenced – Files and PC
Arithmetically correct (checks / balance)	Y	Evidenced – Files and PC
Evidence of internal control (Bank Rec Checked)	Y	Evidenced – Files
VAT <ul style="list-style-type: none"> • evidence of recording • evidence of reclaiming 	Y	Evidenced – Files and Quarterly Reclaim
All payments supported by invoices	Y	
s.137 <ul style="list-style-type: none"> • Recorded separately within accounts • Within legal threshold limits for the current year • Spend in accordance with legislation 	Y	Files and Council holds General Power of Competence
Payments made in accordance with financial regulations <ul style="list-style-type: none"> • Cheques • Online banking • BACS • Direct Debit • Credit or debit cards 	Y Y Y Y Y	2 Sigs and TC – Cheque book stubs not always initialled Evidenced – Files and Website

Budget	Y/N	Comments & recommendations
Annual budget in support of precept	Y	Evidenced Website
Precept demand properly minuted	Y	Evidenced TC Mins 12/1/22
Earmarked reserves reviewed	Y	
Budget is monitored regularly with variances reported to council in line with Financial Regulations	Y	Quarterly Management Committee

Bank reconciliation	Y/N	Comments & recommendations
Regular bank statement reconciliation	Y	
Balancing entries (adjustments) explained	Y	
Bank mandate up to date • Evidence of signatories	Y	Signatories confirmed at Annual Meeting 18/5/22

Petty cash	Y/N	Comments & recommendations
Petty cash account used/authorised	Y	Evidenced – Files
Petty cash spending supported by VAT receipt(s)	Y	Evidenced – Files
Petty cash reported to Council	Y	Evidenced – Minutes

Year-end process	Y/N	Comments & recommendations
Accounting according to • Income and expenditure	Y	
Bank statements reconcile to ledger	Y	Evidenced – Files
Robust audit trail evident	Y	Evidenced – Files
Debtors and creditors recorded	Y	Evidenced – Files

Asset control	Y/N	Comments & recommendations
Register of assets <ul style="list-style-type: none"> • Reviewed • Up to date 	Y	Evidenced – Minutes and files
Assets inspected and Health & Safety issues considered <ul style="list-style-type: none"> • Play equipment • Street furniture • Fire safety • Defibrillators • Other 	Y	Playground weekly inspections carried out and annual professional inspection Cemetery Memorial Safety checks done by TC and DTC who have been trained Boiler, tmv, air source heat pumps Fire alarms – tested weekly Fire safety equipment – checked annually Capital programme, group visits to sites

Risk management	Y/N	Comments & recommendations
Evidence of unusual activity from minutes	N	
Annual risk assessment undertaken as a minimum	Y	Done quarterly
Financial controls and procedures documented	Y	
Regular financial reporting to Council in line with financial regulations	Y	As per Financial Regs
Reporting of bank balances minuted	N	Actual figures not noted in minutes but copies of statements attached
Grants ratified and minuted according to policy	Y	Minutes

Proper Process / Practice	Y/N	Comments & recommendations
Employee posts properly recorded Proper Officer (Clerk), RFO, Deputy Clerk, Admin assistant, Site staff, Other	Y	Organisational Chart
List of Members' interests <ul style="list-style-type: none"> • displayed on website • reviewed regularly 	Y	Evidenced – Website and minutes
Declarations of acceptance of office <ul style="list-style-type: none"> • New councillor • Chairman 	Y	Evidenced – Minutes
Agenda documents correct	Y	Evidenced – Website
Minutes correct / signed	Y	Evidenced – File and Website. Recommend inclusion of Signed:..... Dated:..... at the end of minutes
Purchase order system used/correct	Y	
Purchasing authorised in line with Financial regs / limits	Y	
Council operating within legal powers <ul style="list-style-type: none"> • Legal powers identified in minutes 	Y	
Delegation to officers or committees <ul style="list-style-type: none"> • Scheme of delegation • Limits set out in financial regulations and / or standing orders; • adhered to; • reported adequately 	Y	Standing Orders, Financial Regulations, Minutes

	Y/N	Comments & recommendations
Contracts of employment for all staff	Y	
Written statement of particulars for all staff	Y	
Proper procedures for payroll, PAYE & NI	Y	Council uses IRIS
PAYE & NI payments verified	Y	
Approval of salaries and increments	Y	Evidenced – Minutes
Approval of expense claims	Y	
Minimum wage threshold met	Y	
HR procedures and policies adopted / reviewed	Y	Overdue review (September 2022)
Training policy and record staff /elected Members	Y	Evidenced – Website and records
Qualified Clerk • CiLCA 2015 or later	Y	

General	Y/N	Comments & recommendations
GPC • Council eligible • GPC adopted	Y	A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed.
Back up of files adequate	Y	Back up to hard drive, Teams and the Cloud
Storage of files (paper and electronic) adequate	Y	Important documents stored in a fire proof cabinet, itself in a separate locked room
Local Council Award Scheme • Quality Gold	Y	Gold achieved in 2021 will need to be reapplied for in 2025.

Allotments	Y/N	Comments & Recommendations
Income for allotment	Y	Payments noted in paying in book
Fees charged in accordance with approved rates	Y	

Burials	Y/N	Comments & Recommendations
Cemetery accounts balance	Y	Payments noted in paying in book
Fees charged in accordance with approved rates	Y	
All interred ashes have certificates of cremation	Y	
Permits properly documented and stored	Y	Fire proof cabinet in a separate locked room
Cemetery regulations adopted and up to date	Y	
Registers of burials and purchased graves stored safely	Y	Fire proof cabinet in a separate locked room

Community buildings	Y/N	Comments & Recommendations
Café Dansant – Cash records correspond with income a/cs	Y	Evidenced – Files
Tower Gardens Pavilion – Fees charged at agreed rates.	Y	Evidenced – Files

Other	Y/N	Comments & Recommendations
Scarborough Avenue Car Park – Cash balances	Y	Printed receipts correspond with amounts entered in paying in book and cross check to statements
Credit Card – Used as per regulations	Y	Balance cleared monthly