

GREAT TEY PARISH COUNCIL  
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During the financial year ended 31 March 2023, the authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 had been carried out in accordance with the authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in the table. Set out below are the objectives of internal control and where applicable 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 the authority.

## Internal control objective

Internal control objective	Yes	No	Not covered
A. Appropriate accounting records have been properly kept throughout the financial year	✓		
B. The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	✓		
C. The authority assessed the significant risks to achieving its objectives and renewed the adequacy of arrangements to manage these	✓		
D. The receipt 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		Not applicable - no petty cash
G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied	✓		
H. Asset and investments registers were complete and accurate and properly maintained	✓		
I. Periodic bank account reconciliations were properly carried out during the year	✓		
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR see 'not covered')	Y	N/A	✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M. In the year covered by the AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes)	✓		

O. (For local authority only)

Trust funds (including charitable) - The council met its responsibilities as a trustee

Yes	No	Not covered
✓		

For any other risk areas identified by the authority adequate controls existed (list any other risk areas on separate sheets if needed)

Date(s) internal audit undertaken

23/06/2023

Name of person who carried out the internal audit

LOUISA TIPPETT ACA

Signature of person who carried out the internal audit

Louisa Tippet

Date

23/06/2023

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).

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).