

Internal Audit Report for Bentley Parish Council for the year ending 31st March 2021

Clerk	Joy Scott
RFO (if different)	
Chairperson	Marianne Munday
Precept	£14,500.00
Income	£24,437.25
Expenditure	£22,438.24
General reserves	£10,405.01
Earmarked reserves	£13,836.89
Audit type	Annual
Auditor name	Vicky Waples

Introduction

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council. To achieve this SALC adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources

- compliance with applicable policies, procedures, laws and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- the integrity and reliability of information, accounts and data

Methodology

When conducting the audit, the internal auditor may:

- carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete the Annual Internal Audit Report 2020/21 of the Annual Governance and Accountability Return (AGAR)
- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

Section 1 – proper bookkeeping		
The internal auditor will look at the methods and processes used to manage the council’s accounts and in particular that it provides clear data for reporting and monitoring purposes. This includes checking information is accurate, kept up to date, referenced and verified.		
Evidence		<i>Internal auditor commentary</i>
<i>Is the ledger maintained and up to date?</i>	Yes	The council uses an excel spreadsheet which allows the Responsible Financial Officer (RFO) to produce reports on a Receipts and Payments basis and ensures that the financial transactions of the parish council are recorded and are as accurate as reasonably practicable. The RFO has ensured that the cashbook is the focus for day-to-day accounting and is aware that the balancing off and reconciliation to the bank statement remains the most important control over the accounting system. The accounting records were spot checked – they are well maintained, referenced the manner in which the payment was made and identified expenditure and income at any given point.
<i>Is the cash book up to date and regularly verified?</i>	Yes	
<i>Is the arithmetic correct?</i>	Yes	
Additional comments:		

Section 2 – Financial Regulation and Standing Orders		
The internal auditor will check the date the Council carried out its annual review of both Standing Orders and Financial Regulations and in particular check if these are based on NALC’S latest model which include legislative changes.		
Evidence		<i>Internal auditor commentary</i>
Have Standing Orders been adopted, up to date and reviewed annually?	Yes	The Council reviewed its Standing Orders at its meeting of 2 nd July, a copy of which can be found on the Council's website and which are based on the Model Standing Orders produced by NALC in 2018 which take into account changes in legislation since those produced in 2013. The Council’s Financial Regulations which were reviewed and adopted at the meeting of 2 nd July 2020, a copy of which can be found on the Council's
Are Financial Regulations up to date and reviewed annually?	Yes	

		website are based on the Model Standing Orders produced by NALC in 2019.
Has the Council properly tailored the Financial Regulations?	Yes	The Council's current Financial Regulations have been tailored to the Parish Council.
Has the Council appointed a Responsible Financial Officer (RFO)? ¹	Yes	In accordance with Section 151 of the Local Government Act 1972(d) (financial administration), the Council has appointed a person to be responsible for the administration of the financial affairs of the relevant authority.
Additional comments:		

<p>Section 3 – Payment controls The internal auditor will specifically check bank reconciliation including credit/debit cards and management approval processes and evidence that internal Financial Regulations (FO) are being followed. The internal auditor will examine how regular payments are managed and specifically seek evidence that these have been brought back to the Council for verification purposes especially where the actual payment made differs from the amount previously agreed. VAT should be clearly identified including evidence that claims have been correctly managed. The internal auditor will check if the Council has a clear understanding on eligibility in relation to the General Power of Competence and that s.137 has been correctly applied and managed.</p>		
Evidence		<i>Internal auditor commentary</i>
Is there supporting paperwork for payments with appropriate authorisation?	Yes	At each full Council Meeting a list of all payments is presented to the meeting with formal approval of such expenditure being shown in the minutes and evidence of such paperwork being submitted as evidence for sampling as carried out by the internal auditor.
Where applicable, are internet banking transactions properly recorded and approved?	Yes	Internet banking is not operated by the Council for the settlement of its accounts.
Is VAT correctly identified, recorded and claimed within time limits?	Yes	VAT is clearly identified in the cash book and claimed in accordance with the guidelines for local authorities and similar bodies. The year-end position of £1816.71 is verified in the cashbooks. The claim for the period

¹ Section 151 Local Government Act 1972 (d)

		ending 31 March 2020 in the sum of £2,363.31 was received during the year under review.
Has the Council adopted the General Power of Competence (GPOC) and is there evidence this is being applied correctly? ²	No	The Council is not using the General Power of Competence.
Are payments under s.137 ³ separately recorded, minuted and is there evidence of direct benefit to electorate?	Yes	The cashbook allows for the details of payments made under S137 to be clearly referenced in the cashbook and the RFO ensures that payments made are in accordance with the budget set with reference to the statutory limit for such expenditure. For the year under review payments in the sum of £800 were authorised by full Council.
Where applicable, are payments of interest and principal sums in respect of loans paid in accordance with agreements?	<i>Not applicable</i>	The Council has no such loans.
Additional comments:		

Section 4 – Risk management		
The internal auditor will expect to find evidence of the management of risks from identification of what those are for each individual Council through to how these will be managed and the controls in place to mitigate these and that these have been approved by the Council.		
Evidence		Internal auditor commentary
<i>Is there evidence of risk assessment documentation?</i>	Yes	The risk assessment documentation submitted for Internal Audit provides details of the risks associated with the functioning of a smaller authority and the measures that the Council will undertake to mitigate such risks.
<i>Is there evidence that risks are being identified and managed?</i>	Yes	Council is aware that risk assessment needs to focus on the safety of the parish council's assets and in particular its money. There is evidence that the

² Localism Act

³ Section 137 of the Local Government Act 1972 ("the 1972 Act") enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The basic power is for a local council to spend money (subject to the statutory limit – of £8.12 per elector) on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

		parish council has taken action to identify and assess those risks and has considered what actions or decisions it needs to take during the year to manage in order to avoid financial or reputational consequences.
<i>Does the Council have appropriate and adequate insurance cover in place for employment, public liability and fidelity guarantee and has been reviewed on an annual basis?</i>	Yes	Council has insurance in place under a Parish Protect Policy which shows core cover for the following: Public liability: £10m; Public/Products Liability: £10m; Business Interruption: £5k, and Fidelity Guarantee of £25k. The level of Fidelity Guarantee just meets the recommended guidelines which provides that the cover should be at least the sum of the year-end balances plus 50% of the precept/grants. At the meeting of 3 rd September 2020, the Council, having carried out a review of the current insurance schedule, renewed its insurance having satisfied itself that its arrangements for insurance in respect of all insurable risks was adequate and that no changes were recommended. At renewal, Council was in a Long-Term Agreement with its current insurers.
<i>Evidence that internal controls are documented and regularly reviewed⁴</i>	Yes	In accordance with the Accounts and Audit Regulations 2015, Council reviews the effectiveness of the system of internal control on a quarterly basis with a number of control checks being carried out by members of the Finance Working Party on the quarterly accounts produced by the RFO. The annual internal control statement was signed off by full Council at its remote Annual Council meeting of 6 th May 2021.
<i>Evidence that a review of the effectiveness of internal audit has been carried out during the year⁵</i>	Yes	The effectiveness of internal audit was discussed by full Council during the discussion on the adoption of the internal control statement for the year ending 31 st March 2021 at the Annual Council Meeting of 6 th May 2021.
Additional comments:		
<i>Comment: Council has understood that in reviewing the terms of reference and effectiveness for internal audit, it has followed guidance and demonstrated that it recognises that the function of internal audit is to test and report to the authority on whether its system of internal control is adequate. Such a review forms part of the minutes and be carried out on an annual basis.</i>		

⁴ Accounts and Audit Regulations

⁵ Governance and Accountability Guide

Section 5 – Budgetary controls		
The internal auditor will seek verification that budgets are properly prepared, agreed and monitored. In particular they will look for evidence of good practice in that the key stages of the budgetary process have been followed		
Evidence		Internal auditor commentary
<i>Verify that budget has been properly prepared and agreed</i>	Yes	The budget for the year 2020–2021 in the sum of £9,531.85 was set at a full Council Meeting on 5 th December 2019.
<i>Verify that the precept amount has been agreed in full Council and clearly minuted</i>	Yes	The precept was set at £14,500 at the meeting of 9 th January 2020, with the minutes evidencing the amount to be set.
<i>Regular reporting of expenditure and variances from budget</i>	Yes	In accordance with Councils own Financial Regulations, detailed reports are submitted to Council which contain variances against budget which, when considered by Council, provide evidence of comparisons between budgeted and actual income and expenditure and form the basis of approval for virements in accordance with Council's own Financial Regulations.
<i>Reserves held – general and earmarked⁶</i>	Yes	<p>Council's final accounts show general reserves in the sum of £10,405.01 with earmarked reserves in the sum of £10,089 and restricted reserves in the sum of £3,747.89 (Bentley Family Fun Day and Fireworks).</p> <p><i>Comment: Council is aware of the guidance as issued by Proper Practices which states that it is regarded as acceptable for a council's general (non-earmarked revenue) reserves to be equal to 3 to 12 months of Net Revenue Expenditure and should ensure that the level of general reserves adopted is in accordance with its General Reserve Policy. There is no upper limit for Earmarked Reserves, but they should be held for genuine and intended purposes and their level subject to regular review and justification (at least annually).</i></p>

⁶ In accordance with proper practices, the generally accepted minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months of Net Revenue Expenditure

Additional comments:

Budget: Council shows good practice by following the recommended key stages as to the budgetary process to be followed for the year:

- *decide the form and level of detail of the budget;*
- *review the current year budget and spending;*
- *determine the cost of spending plans;*
- *assess levels of income;*
- *bring together spending and income plans;*
- *provide for contingencies and consider the need for reserves;*
- *approve the budget;*
- *confirm the precept or rates and special levies; and*
- *review progress against the budget regularly throughout the year.*

Reserves: Council should note guidance as issued under the Practitioners Guide 2020 which states that an authority needs to have regards to the need to put in place a General Reserve Policy with explanations as to the high level of general reserves being held and to have evidenced that it has reviewed the level and purpose of all Earmarked Reserves.

Section 6 – income controls

The internal auditor will seek evidence to ensure income is correct managed – recorded, banked and reported and test mechanisms used to achieve this.

Evidence		Internal auditor commentary
<i>Is income properly recorded and promptly banked?</i>	Yes	Income is recorded in accordance with Council’s Financial Regulations. A number of items of income were cross checked against cash book and bank statement and found to be in order.
<i>Is income reported to full council?</i>	Yes	Income received is reported to full Council within the monthly financial reports and itemised within the minutes. The RFO ensures that monies received are promptly banked.
<i>Does the precept recorded agree to the Council Tax Authority’s notification?</i>	Yes	The council received precept of £14,500 during the year under review in April and September 2020. Evidence was provided showing a full audit trail from Precept being discussed and approved at the meeting of 9 th January 2020, served on the Charging Authority to receipt of same in the Council’s Bank Account.

<i>If appropriate, are CIL reporting schedules in accordance with the Regulations?⁷</i>	Yes	For the year under review Council received CIL Receipts in the sum of £2,180.58. In accordance with the 2010 Regulations, the Council having a retained balance of CIL funds has ensured that retained balances are transferred into the Earmarked Reserves specifically allocated (£4361.16). Council is aware that it will need to complete an annual report for the year ending 31 st March 2021 showing retained balance of £4,361.16 and ensure that the Annual CIL Statement is submitted to Babergh Mid Suffolk District Councils by the due date of 31 st December 2021. The report for the year 20/21 has yet to be uploaded onto the Council's website.
<i>Is CIL income reported to the council?</i>	Yes	
<i>Does unspent CIL income form part of earmarked reserves?</i>	Yes	
<i>Has an annual report been produced?</i>	Yes	
<i>Has it been published on the authority's website?</i>	No	
Additional comments: <i>CIL Reporting: Council is aware of the requirement to ensure that it complies with its duty to produce an annual CIL report for each financial year and that such a report is uploaded onto its website by 31st December of that year.</i>		

Section 7 – petty cash The Internal Auditor will seek evidence that the Council has followed its own policies, procedures and verification processes and that these are up to date.		
Evidence		Internal auditor commentary
<i>Is petty cash in operation?</i>	<i>Not applicable</i>	Council does not operate a petty cash system.
<i>If appropriate, is there an adequate control system in place?</i>	<i>Not applicable</i>	
Additional comments:		

Section 8 – Payroll controls

⁷ Community Infrastructure Levy Regulations 2010

<p>The Internal Auditor will check salaries are approved in accordance with PAYE, NI, Pension and that there is a clear understanding that the clerk is not self-employed. If the Clerk was recruited after 1st April 2011, evidence will be required to show compliance with the new requirements for the statement of employment, Induction, probation periods and training requirements. The Internal Auditor will also review how payroll is managed including evidence of approval of payslips.</p>		
Evidence		Internal auditor commentary
<i>Do all employees have contracts of employment?</i>	Yes	<p>Council had 1 employee on its payroll at the period end of 31st March 2021. Employment contracts were not reviewed during the internal audit which was carried out via remote means. All salary payments are authorised by full council. The minimum wage is not applied to any employees.</p>
<i>Has the Council approved salary paid?</i>	Yes	
<i>Minimum wage paid?</i>	No	
<i>Are arrangements in place for authorising of the payroll and payments to the council? Does this include a verification process for agreeing rates of pay to be applied?</i>	Yes	<p>The payroll function is operated in accordance with HM Revenue and Custom guidelines. There are suitable payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the council has complied with its duties under legislation.</p>
<i>Do salary payments include deductions for PAYE/NIC? Is PAYE/NIC paid promptly to HMRC?</i>	Yes	<p>The payroll function for the year under review is operated in accordance with HM Revenue and Customs guidelines. Cross-checks were completed on payments covering salary and PAYE and were found to be in order. Deductions paid to HM Revenue and Customs during the year under review were made in accordance with timescales as set out in the regulations.</p>
<i>Is there evidence that the Council is aware of its pension responsibilities? Are pension payments in operation?⁸</i>	Yes	<p>No pension deductions have been made from the Clerk's salary and it is noted that the previous year the supporting notes to the accounts state that no pension has been offered to or taken up by the Clerk.</p>
<i>Are there any other payments (eg: expenses) and are these reasonable and approved by the Council?</i>	Yes	<p>Council has noted the changes in the Practitioners Guide for 2020 on the treatment of what can be included as employment expenses within the Annual Governance and Accountability Guide 2020 - section 2.16 refers and submitted within Box 4 of the AGAR.</p>
Additional comments:		

⁸ The Pension Regulator – [website click here](#)

Comment: Council should ensure that it completes its re-declaration of compliance with regards to automatic enrolment duties and that such a declaration, once completed should be reported to full Council.

Section 9 – Asset control

The Internal Audit will be seeking to establish if there is a list of assets in accordance with proper practices including the date of acquisition, location and value. This extends to checking policies (with evidence of review) and that the Council has applied the documented approach in practice. The Internal Auditor will check not only valuation processes but the existence of reserve budgets for depreciation and adequacy of insurance. A clear audit trail should be available when items are purchased including minutes to evidence approval.

Evidence		Internal auditor commentary
<i>Does the Council maintain a register of material assets it owns and manage this in accordance with proper practices?⁹</i>	Yes	The Asset Register was reviewed during the Internal Audit Visit for year-end and reflects those items listed under insurance and within the Parish Council's remit for maintenance and ownership. It is noted that the declared value for all assets at year-end (31.03.2021) was £59,339.53 which shows movement in the register following the purchase of slide, mats and dog bin.
<i>Are the value of the assets included? (note value for insurance purposes may differ)</i>	Yes	
<i>Are records of deeds, articles, land registry title number available?</i>	No	Records of deeds, articles, land registry title number were not reviewed during the internal audit which was carried out via remote means.
<i>Is the asset register up to date and reviewed annually?</i>	Yes	The asset register is still to be signed off by the council although it is stated as £50,920 on the AGAR to be presented to full Council.
<i>Cross checking of insurance cover</i>	Yes	Council has insurance under a Parish Protect Policy for assets to the value of £50,000. <i>Comment: given that Council has assets to the value of £50,920, Council should consider increasing its banding to ensure that it has sufficient cover for the assets that are currently under the Council's liability.</i>

Additional comments:

⁹ Governance and Accountability for Smaller Authorities in England – March 2019

Recommendation: Council should ensure that the Asset Register figure declared on the unsigned Accounting Statements of the AGAR (currently stated as £50,920) accurately reflects the Asset Register figure stated on the Supporting Notes to the Accounting Statements of £59,339.53.

Council is mindful of the guidance within the Governance and Accountability for Smaller Authorities in England March 2020 on the valuation of its assets and has ensured that where the acquisition value of the asset at the time of first recording is used, that method of valuation has been consistently applied and if/where amended, it will need to publish and provide explanations in changes in value to any previously recorded assets.

Section 10 – bank reconciliation

The internal auditor will seek to establish that the Council understands and can evidence good practice and internal control mechanisms in relation to bank reconciliation.

Evidence		Internal auditor commentary
<i>Is bank reconciliation regularly completed and reconciled with the cash book and cover every account?</i>	Yes	Bank reconciliations are completed on a regular basis and reconcile with the cash sheets. Overall there is regular reporting of bank balances within the detailed financial reports submitted at each meeting.
<i>Do bank balances agree with bank statements?</i>	Yes	Bank balances agree with period end statements and, as at year end (31 st March 2021), the balance across the councils accounts stood at £24,241.90 as recorded in the Statement of Accounts and on the Year-end Bank Reconciliation.
<i>Is there regular reporting of bank balances at Council meetings?</i>	Yes	Financial reports are submitted to the Council in accordance with the schedule approved within its Standing Orders and cover not only bank balances, but summary of receipts and payments for the year to date along with variances from budgets. The Council is aware that in accordance with proper practices, the bank reconciliation is a key tool for management as it assists with the regular monitoring of cash flows and therefore aids decision-making. In accordance with Proper Practises, Council has implemented a system whereby the Finance Working Party carry out a review of the Council's banking internal control by formally reviewing the accounts on a quarterly basis and report back to full Council once the review has taken place. This is not only good practice but also is a safeguard for the RFO and fulfils one of the authority's internal control objectives.

Additional comments:

Section 11 – year end procedures		
Evidence		<i>Internal auditor commentary</i>
<i>Are appropriate accounting procedures used?</i>	Yes	Accounts are produced on a receipts and expenditure basis and all found to be in order.
<i>Financial trail from records to presented accounts</i>	Yes	The end of year accounts and supporting documentation were well presented for the internal auditor review.
<i>Has the appropriate end of year AGAR¹⁰ documents been completed?</i>	Yes	As Council is a smaller authority with gross income and expenditure not exceeding £25,000 it has completed Part 2 of the AGAR. Section 2 - Accounting Statements of the AGAR was completed and is unsigned at the time of Internal Audit. <i>Comment: Council to note that there is a minor casting error on the Accounting Statement of the AGAR. Council is also advised to ensure that all boxes on the AGAR are completed.</i>
<i>Did the Council meet the exemption criteria and correctly declared itself exempt?</i>	<i>Not applicable</i>	As the Parish Council had gross income and expenditure exceeding £25,000 it was not able to declare itself exempt from a limited assurance review for the year 19/20.
<i>During the period in question did the small authority demonstrate that it correctly provided for the exercise of public right as required by the Accounts and Audit Regulations 2015?</i>	Yes	The Internal Auditor is able to confirm that the parish council can demonstrate that it correctly provided for the exercise of public rights as required by the 2015 Regulations. Dates set were from 20 July until 28 August 2020.
<i>Have the publication requirements been met in accordance with the Regulations?¹¹</i>	Yes	The Council has complied with the requirements of the Accounts and Audit Regulations 2015 for smaller authorities with income and

¹⁰ Annual Governance & Accountability Return (AGAR)

¹¹ Accounts and Audit Regulations 2015

		expenditure exceeding £25,000 but not exceeding £6.5 million for the year ending 31 March 2020 and published the following on a public website: The Annual Internal Audit Report of the AGAR Section 1 – Annual Governance Statement of the AGAR Section 2 – Annual Accounting Statements of the AGAR Section 3 – External Audit Report and Certificate. Notice of the period for the exercise of public rights Notice of the Conclusion of the Audit
Additional comments:		

Section 12 – internal audit The internal auditor will revisit weaknesses and recommendations previously identified to see if these have been addressed. They will also check if any changes introduced require further verification to ensure effectiveness of the corrective action taken.		
Evidence		<i>Internal auditor commentary</i>
<i>Has the previous internal audit report been considered by the Council?</i>	Yes	The Internal Audit Report was considered by full Council at its meeting of 2 nd July 2020.
<i>Has appropriate action been taken regarding the recommendations raised?</i>	Yes	The following matter was brought to the Council's attention within the written report submitted: 1. Evidence that Councillors have seen invoices/requests for payment
<i>Has the Council confirmed the appointment of an internal auditor?</i>	Yes	The appointment of SALC as the Council's internal auditor was confirmed at the meeting of 7 th January 2021.
Additional comments:		

Section 13 – external audit for the period under review The internal auditor will revisit the external audit so that previous weaknesses and recommendations can be taken into account.		
Evidence		<i>Internal auditor commentary</i>

<i>Has the previous external audit report been considered by the Council?</i> ¹²	Yes	At the meeting of full Council of 3 rd December 2020, Council considered and accepted the report from the External Auditor for the year ending 31 st March 2020.
<i>Has appropriate action been taken regarding the comments raised?</i>	Yes	The following other matters not affecting their opinion were drawn to the attention of the parish council: <ol style="list-style-type: none"> 1. Agar was not completed accurately prior to submission 2. No comparative year work carried out as parish council had been exempt the previous year 3. Timings permitted under the 2020 Regulations with audit statutory deadlines of 31 August 2020. 4. Reminder to comply with the public rights period in future years.
<i>Additional comments:</i>		

<p>Section 14 – additional information The internal auditor will look for some additional evidence of good record keeping, compliance with data protection regulations, freedom of information and website accessibility regulations.</p>		
Evidence		<i>Internal auditor commentary</i>
<p><i>Was the annual meeting held in accordance with legislation?</i>¹³ <i>(note to auditor- emergency Regulations as a result of the COVID-19 pandemic)</i>^{f14}</p>	Yes	<p>Council did not hold an Annual Meeting of the Parish Council during the year under review.</p> <p><i>Comment: In recognition of this being unprecedented times and following the Government’s guidelines for staying at home and working remotely, the Government included within s.78 in the Coronavirus Act 2020 (made 4th April</i></p>

¹² Regulation 20 Accounts and Audit Regulations 2015 – *following completion of an audit the Council should note that it is the Council as a whole (i.e.. All members) and not a committee that should receive and consider the audit letter (including Annual Return and Certificate) from the local auditor as soon as reasonably practicable and the minutes should reflect that these have been received.*

¹³ The Local Government Act 1972 Schedule 12, paragraph 7 (2) and Schedule 15 (2)

¹⁴ The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

		<i>2020) the ability for the Secretary of State the power to make Regulations to make provisions for the holding of meetings. The 2020 Regulations set out those provisions. This also repealed for the year under review, the requirement to hold an Annual Council Meeting. Council has followed these regulations and also held its meetings via the Zoom Videoconferencing platform.</i>
<i>Is there evidence that Minutes are administered in accordance with legislation? ¹⁵</i>	Yes	Council is aware that that under LGA 1972 schedule 12, paragraphs 41(1) and 44 the draft minutes of a meeting should be formally approved (with any necessary amendments) at the next meeting. At each meeting the Chair is given formal approval to sign the minutes when appropriate.
<i>Is there a list of members' interests held?</i>	Yes	Evidence was seen on the Parish Council's website of the link on the website of Babergh Mid Suffolk District Council for the Register of Interests for all current Parish Councillors. <i>Comment: Council should be aware that whilst the monitoring officer of the District Council must arrange for the parish council's register of members' interests to be available for inspection in the district and must be published on the district council's website, where the parish council has its own website, its register of members' interests must also be published on that website or a link providing access to the District's website. (Openness and transparency on personal interests - A guide for councillors – August 2012)</i>
<i>Does the Council have any Trustee responsibilities and if so are these clearly identified in a Trust Document?</i>	Not applicable	
<i>Has the Transparency Code been correctly applied, and information published in accordance with current legislation?</i>	Partly met	For the current year under review, Council should be aware that with gross income and expenditure under £25,000 it will be required to follow the Local Government Transparency Code 2014 for smaller authorities.

¹⁵ Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972 and the Localism Act 2011

<i>Has the Council registered with the Information Commissioner's Office (ICO)?¹⁶</i>	Yes	The council is correctly registered with the IO as a Data Controller in accordance with legislation. Reference: Z6850701 Expires 21/082021.
<i>Is the Council compliant with the General Data Protection Regulation requirements?</i>	Yes	The Council has taken steps to ensure compliancy and has a comprehensive suite of documents detailing information held, how that information is held, managed and processed along with periods of retention. <i>Comment: Council to show good practice should ensure that an impact assessment audit is carried out on the occasion of the adoption of a new policy which potential GDPR implications.</i>
<i>Has the Council published a website accessibility statement on their website in line with Regulations?¹⁷</i>	Yes	Website accessibility statements are available to view for both the Parish Council and the Village pages. Details on the technical information for the website are given along with the methods used for testing the website; steps being taken to improve accessibility and how the site is being improved to ensure that content meets the WCAG 2.1 Standard under Regulation 8 of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
<i>Is there evidence that electronic files are backed up?</i>	Yes	
<i>Do terms of reference exist for all committees and is there evidence these are regularly reviewed?</i>		
<p>Additional comments: To ensure compliance with the requirements of the Transparency Code for smaller authorities (turnover not exceeding £25,000), Council is aware that the following should be published on a public website for the year 2019/20 not later than 1 July: Internal Audit Report List of Councillors and Responsibilities Items of Expenditure Above £100 including recoverable and non-recoverable VAT End of Year Accounts Annual Governance Statement Asset Register and that Agendas of Meetings; Associated Papers and Minutes should be published in accordance with the prescribed timescales as set out in the Transparency code for smaller authorities – December 2014.</p>		

¹⁶ Data Protection Act 2018

¹⁷ Website Accessibility Regulations 2018

SALC Internal Audit Report template (v.2)

Last reviewed: 19th February 2021

Signed: *Victoria S Waples*

Date of Internal Audit Visit: 08.05.2021 & 10.05.2021 Date of Internal Audit Report: 10 May 2021

On behalf of Suffolk Association of Local Councils