

**Computer Support
Network & PC**



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**Independent Internal Audit & Training Service
for Parish and Town Councils**

19th May 2023

The Chairman
Somersham Parish Council
C/o Parkhall Road
Somersham
PE28 3HE

Dear Sir/Madam

INDEPENDENT INTERNAL AUDIT YEAR END REPORT for Financial Year 2022/2023

As a result of my recent year end inspection, I enclose a report of my findings, together with any recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents, but in a spot check we have discussed the following issues and I have clarified all of them with the Clerk at our meeting.

I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts. Please note that the External Auditors have now ruled that the Independent Internal Audit and Report must be completed before the Council meet to adopt their year end accounts and complete the AGAR.

I trust that the Parish Council have been satisfied with the level of service we have provided and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £49.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile when applicable.

Yours faithfully

Jacque Wilson (Mrs) Director

COUNCIL MATTERS

- Seats 15 Vacancies 4 Election 2022
- Declaration of Acceptance of Office and Register of Interest Forms have been signed.
- New Code of Conduct has been adopted.
- Web Site needs updating and tidying up.

EMPLOYMENT

- Clerk, Deputy Clerk, Time Bank Co-ordinator, Admin Lenghtman and Cleaner
- All have a contract and job description and the Council are half-way through conducting staff appraisals.

INSURANCE

1. The Council has a three year contract with Gallagher and is currently due to be reviewed in September,

COUNCIL POLICIES

2. There is a rolling programme to review all council policies and ensure they are fit for purpose.
3. General Power of Competence - no qualification.

ICO REGISTER

- The annual registration fee has been paid.

CONTRACTORS

- The Sports Pavilion has a contract for cleaners
- The street lights have a maintenance contract
- There is a contractor for grass verge cutting.

PLAY AREAS

- These are inspected weekly by the Admin officer and a written report is given to the Clerk for processing.
- There is also a daily visual inspection.
- The Annual RoSPA inspection has been made by Play Management.

VILLAGE HALL

- The Council has no responsibility for the management.

ALLOTMENTS

- None

BURIAL AUTHORITY

- No.

ARCHIVE

- This month the staff have finally scanned in all the banking details.

FINANCE

Bank Account is with Unity Trust

Petty Cash

- No

Bank Mandate

- Currently being updated

Budgetary Control Statements

- Issued quarterly

VAT

- Claimed quarterly

PRECEPT	£ 233,817	FIXED ASSETS	£ 1,126,540
GENERAL RESERVE	£ 54,342		
EARMARKED RESERVE	£ 207,060		
CIL	£ 6,697		
		C/fwd Balance	£ 258,777

Published Accounts from Monday 5th June to Friday 14th July