# Internal Audit Report 2023-24
## Shepton Beauchamp Parish Council

### Introduction

Hillside Business Services has completed an Internal Audit, in order to verify the Annual Governance and Accountability Return (AGAR) for Shepton Beauchamp Parish Council, for the financial year ending 31st March 2024.

This work has been undertaken by reviewing records and other documentation provided by the Parish Council, including; accounting records, bank statements, policies, minutes, invoices, receipts. The website has also been reviewed.

Findings identified during Internal Audit testing have been listed in the table below, along with recommendations on how improvement can be made.

### Conclusion

I can confirm that, for Shepton Beauchamp Parish Council, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

The findings below are low - medium risk 'housekeeping', and although they should be implemented to ensure best practice, they do not affect the overall opinion.

### Findings & Recommendations:

| Finding | Risk Level | Recommendation for Improvement |
|---|---|---|
| Although the council agreed at their meeting in March 2024 to obtain a credit/debit card for sundry purchases and online purchases, throughout the 2023-24 financial year, the clerk continued to purchase these items on her personal credit card and reclaim them as expenses. This has resulted in VAT not being claimed for all the purchases where applicable. Although these amounts are small, it is still a financial loss to the council. | Medium | The council should ensure that it implements the use of a council debit/credit card as soon as possible, to ensure that VAT is being reclaimed on all purchases where it is applied. |
| The council has a Risk Register which is reviewed on an annual basis (November each year). Although this meets the minimum requirement of the JPAG, best practice advises that Risk Registers are reviewed and updated more frequently. | Low | The council should consider reviewing and updating its Risk Register more frequently, for example, every six months. This will help to ensure that identified risk and mitigating controls are still relevant and being managed appropriately. |

**Signature:** *T Weeks*
**Date:** 16th April 2024