

Internal Auditor Report 2024-25

**Great Missenden
Parish Council**

Buckinghamshire

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May 2025

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Introduction.

An internal audit of Great Missenden Parish Council's Governance and Internal Controls was undertaken as part of the audit for 2024-25.

A review of controls and systems including sample testing has been undertaken to ensure compliance and proper management. The process has included sample testing of transactions to help identify risks and weaknesses.

The matters raised in the report are only those that came to attention during the internal audit work, this is based on the information provided and documents reviewed and does not give a guarantee that material errors, loss or fraud does not exist.

Scope of Internal Audit.

The internal controls of Great Missenden Parish Council have been reviewed for 2024-25.

The following areas have been covered:

- Bookkeeping.
- Payments.
- Internal Controls.
- Expected income – including proper recording.
- Petty Cash (if applicable).
- Payroll.
- Asset Controls.
- Bank Reconciliations.
- Accounting Statements.
- Trust Funds (if applicable).
- Local Government Spending Powers.
- Policies.
- Minutes.
- Any outstanding audit actions.

Findings and Actions.

Internal Audit Section	Function	Findings	Recommendations
A	Accounting Records	Scribe is used for accounting.	None.
B	Financial Regulations	Payments were supported by invoices. Expenditure was approved and VAT accounted for. Financial regulations are shown on the council's website having been reviewed May 24 PC Meeting.	None.
C	Risk Assessments	The council has an adopted risk management reviewed May 2024.	None.
D	Precept	The precept was decided through the budgetary process, approved by full council in December 2023.	None.
D	Budgets	Budget was set in December 2023 for 24-25 and reviewed regularly.	None.
D	Reserves	Explained – general and earmarked reserves held.	None.
E	Income Controls	Income was received as expected and accounted for. Income received from cemetery, lettings, allotments, bank interest, parking and community centre.	None.
F	Petty Cash	Expenditure is reported at each council meeting.	None.
G	Payroll	HMRC Paye statement seen, showing payments made to HMRC. Contracts are in place.	None.
H	Assets	The asset register is maintained and updated.	None.
I	Bank Reconciliations	Bank reconciliations are prepared monthly and presented to council.	None.
J	Accounting Statements	Correct accounting basis and agree to cash book.	None.

Findings and Actions.

Internal Audit Section	Function	Findings	Recommendations
K	Exemption	n/a	None.
L	Website	Correct information available online.	None.
M	Period of public rights	Shown on PC website.	None.
N	Publication requirements	Conclusion of audit, AGAR etc available on PC website.	None.
O	Trust Funds	None.	None.

Other items.

Local Government Spending Powers.	Decisions are taken properly in public meetings and spending powers are considered responsibility.
Policies.	The Financial Regulations and Standing Orders adopted by the Council are on the PC website.
Members pecuniary interests.	Pecuniary interests are listed on Bucks Council website (link through website).
Minutes.	Minutes are available on the Council's website for residents to read.
Annual Meeting.	Annual meeting of the Parish Council is held correctly in May, with council representatives agreed and reports received.
Review of internal audit for last year	No issues noted.
Qualifications from previous year	None.
External audit for last year.	No matters raised.
Year End Process.	All income and expenditure has been correctly accounted for including grant income shown.
Financial Statements.	Council balances have been reported correctly.
Annual Review	Forms prepared.
Insurance	Insurance is correctly in place and council has agreed adequate – Zurich insurance, £10M cover.
Risk Assessments	Risk management policy reviewed May 2024.

Summary.

Great Missenden Parish Council,
Buckinghamshire has effective financial controls
and an audit trail and good management.

This is based on the internal audit and sample
testing.

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