

Jane Munn  
Parish Clerk  
Shenley Church End Parish Council  
The Cartshed  
19a Shenley Road  
Shenley Church End  
Milton Keynes  
MK5 6AB

26th April 2022

Dear Jane,

Further to my Internal Audit of the Council in respect of the 2022 Annual Return, I am submitting my report and observations to the Council. As you will notice from the attached Internal Audit Report it was unfortunately necessary to issue a negative response in respect of Control Objective M.

### **Control Objective M**

*“The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)”*

### **Reason for the negative response Control Objective M**

Regulation 14 of The Accounts and Audit Regulations (2015) sets out the requirements in respect of The Period for the Exercise of Public Rights

As you are aware, it was not possible during the internal audit to verify that the Council had properly discharged its obligations as set out in the Regulations, this was due to the Council stating the same day for the Announcement of the Notice Period and for the Commencement Date. This was identified as an issue by the External Auditor in their report to the Council last year.

### **Implications in respect of the Annual Return**

As previously advised it will be necessary for a negative response to be entered on the Internal Audit Report. In addition, the Council will also have to return a negative response in respect of Assertion 4 of the Annual Governance Statement.

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In addition to the Negative Response on the Internal Audit Report we have also responded 'Not Covered' in respect of the Control Objectives F, K, L and O and we are required to explain why we have done this.

- We have responded 'Not Covered' in response to Objective F as we understand that the Council does not maintain a Petty Cash.
- We have responded 'Not Covered' in response to Objective K is that it is not applicable to your Council as you did not certify yourself as exempt from External Audit.
- We have responded 'Not Covered' in response to Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.
- We have responded 'Not Covered' in response to Objective O as we understand that the Council does not act as Sole Managing Trustee.

In addition to this letter and the statutory Internal Audit Report I have also submitted our Internal Audit Observations and Summary to you by email. I would be grateful if you could bring all of these to the Council's attention in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA  
Director

# Shenley Church End Parish Council

Financial Year 2021-22



IAC Audit and Consultancy Ltd

Visit date: 26- April -2022

## Year End Internal Audit Observations

### H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The asset register has been subject to review by Council	<i>The Council reviewed the Asset Register at a meeting held on 12th April 2021, prior to the approval of the 2021 AGAR. The register has been updated this year to reflect changes made during the year but the updated register has not yet been subject to formal review by Council</i>	The Council to formally review the Asset Register prior to approval of the Annual Accounting Statements.	Medium	The asset register was reviewed at the April meeting on 11 April 2022.
2	Assets purchased / disposed of have been added to / removed from asset register	<i>During the year the Council purchased some assets and also disposed of some assets (including two desktop computers).</i>	When reviewing the 2022 Asset Register the Council to specifically review and approve the Asset Disposals made during the year	High	The assets disposed of were noted as part of the review process.

### I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Bank reconciliations have been signed and dated as evidence of independent review (Year End)	<i>The Year End bank reconciliation has been prepared but, as at the date of the Internal Audit, not been signed and dated as evidence of independent review.</i>	Prior to the approval of the Accounting Statements the year end bank reconciliation to be subject to independent review and signed and dated as evidence of this review.	Medium	These have been reviewed and signed
2	Bank statements are available to for all bank accounts as at 31st March.	<i>A bank statement confirming the balance held with United Trust Bank as at 31st March 2022 was not available as it is understood that the bank issues annual statements. The statement reviewed was dated 31st October 2021.</i>	Council to note that bank statements as at the 31st March were not available for all bank accounts and that these balances could not be confirmed as part of the Internal Audit. Council to consider whether additional bank confirmations should be obtained for the year end balances.	Medium	The council are aware that the United Trust Bank statement is received annually. As a fixed term deposit account there are no transactions allowed during the year and it was agreed that an additional statement was not needed