

## **SAXILBY WITH INGLEBY PARISH COUNCIL**

### **ANNUAL INTERNAL AUDIT REPORT FOR THE 2022/23 FINANCIAL YEAR**

The Internal Audit Checklist has been completed at various times throughout the Financial Year by the Internal Auditor in conjunction with the RFO/Parish Clerk. It must be remembered that throughout this Financial Year Saxilby Parish Council have been working towards a resolution to put a correct legal basis to the working relationship between Saxilby Parish Council and the Recreation Ground Trustees, and therefore the situation may now be different to that which it was, at the time the Audit was undertaken. The Audit will reflect the operations of the Parish Council under their current practices; however, this may change going forward when the situation is finally resolved. This will be reflected in future Audit Reports.

There were no major findings; however the following need to be noted:

1. **Bank Account Mandates:** It is important that these are updated as soon as possible. Difficulties can occur with the processing of transactions, as has been recently highlighted by staff absence.
2. It is important that the Action Plan to effect the change in the relationship between the Parish Council and the Recreation Ground Charity is moved forward quickly. The delay is not beneficial to either party. The relevant Leases and Agreements should be put into place as soon as possible.
3. Council owned trees – the tree mapping, inspection and remedial work should be acted upon as soon as possible.
4. Previous Audit Issues Addressed – the ongoing situation has meant that items flagged up by both External and Internal Audit are still under review. Point No 2 refers.
5. Recent prolonged staff absence has highlighted a risk to the Council. There has been a tremendous workload placed upon a single individual. There doesn't appear to be a contingency plan in place to cater for such a situation. There seems to be a great responsibility/workload placed on the Parish Clerk/RFO. Perhaps the Council could look at the staffing situation going forward.
6. Financial Systems – whilst there is a robust system in place – it would appear that this could be streamlined in order for it to be more expediently managed.

**Sandra Waller**  
Internal Auditor  
16<sup>th</sup> April 2023