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Our Ref: MARK/HAI001

Mrs M Webber  
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28 April 2022

Dear Michelle

**Re: Hailsham Town Council**  
**Internal Audit Year Ended 31 March 2022**

### **Executive summary**

Following completion of our interim internal audit on 4 October 2021 and final audit on 28 April 2022, we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Hailsham Town Council are well established and followed.

### **Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

### **Independence and competence**

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

### **Engagement Letter**

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

### **Planning and inherent risk assessment**

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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**A. BOOKS OF ACCOUNT (INTERIM AUDIT)****Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

**Recommended minimum testing:**

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

**Interim audit**

The council continues to use Excel for the recording of its financial records. The council has acquired the RBS accounting system and had begun using it although the pandemic and working from home restrictions have made its use impractical. The Excel records are detailed and provide the required information for the day-to-day running of the council and reporting information for councillors.

The interim audit was conducted remotely, and the RFO was able to provide all the requested information in full. My audit testing showed that these documents were well organised, clear and easy to follow. Where information was reviewed via the council website, I found this to be logically located and easy to find.

Meeting agendas are well structured and show sufficient information is provided at meetings to support council decisions. Minutes are also well structured and show clear resolutions being made by committee and council. I make no recommendation to change this system.

The council has a published strategic plan on its website for the period 2018 – 2022. This outlines the council's vision, objectives and key priorities for the period, and includes a five-year budget plan.

The council is VAT registered and completes reclaims on a quarterly basis. The VAT reclaim provided for the interim audit was for the period 1 April to 30 June 2021 inclusive and showed a refund position of £43,882.34. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

**Section conclusion**

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

**B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

**Recommended minimum testing:**

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments

- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

### Interim audit

#### *Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.*

The notice of conclusion of audit was published on the council website on 2 September 2021 and was not qualified. This will be reported to the next council meeting in October 2021.

There is evidence within the minutes of the Annual Council meeting held on 27 May 2021 that the Governance Statement (minute ref 117) and Accounting Statement (minute ref 119) for 2020/21 were approved. The internal audit report was also noted (minute ref 118).

#### *Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides a list of councillors, and there are details of the Disclosable Pecuniary Interests alongside a short biography of each Member.

#### *Confirm that the council is compliant with the relevant transparency code*

A review of the council website shows that the council is following the Local Government Transparency Code. A separate tab on the website contains details of all the requirements, and the information published by the council. A review shows that the expenditure information is complete up to the end of June (as per the requirements of publishing by the end of the following quarter) and the published pay multiple figure is for April 2021. It is clear the council takes transparency seriously and has provided information in a clear and easy to follow way for its residents.

#### *Confirm that the council is compliant with GDPR*

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

#### *Confirm that the council meets regularly throughout the year*

In addition to full council, the council has a committee structure in place with standing committees for Planning and Development; Finance, Budget, Resources and Staffing; Assets Management; Communities; Neighbourhood Plan; and Strategy. The council has also established working groups for advisory purposes. A meeting diary is available on the council website, and terms of reference in place for each committee, sub-committee and working group were re-adopted at the Annual Meeting in May 2021 (minute ref 110). These are all published on the council website.

#### *Check that agendas for meetings are published giving 3 clear days' notice.*

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

#### *Check the draft minutes of the last meeting(s) are on the council's website*

Draft minutes are routinely uploaded to the council website and clearly marked as unadopted. These are subsequently replaced with final versions once approved.

#### *Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.*

The standing orders are based on the latest NALC model. The version on the council website shows that were last reviewed and adopted at the council meeting in September 2020. They were scheduled for review again at the meeting in September 2021, however the meeting was cancelled and are now due for review at the October council meeting.

***Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.***

Financial regulations are based on the latest NALC model. The version on the council website shows that were last reviewed and adopted at the council meeting in September 2020. These are scheduled to be reviewed pending receipt of the updated NALC model to include the EU changes. Although the RFO has confirmed that the council will readopt the current version pending that change. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

***Check that the council's Financial Regulations are being routinely followed.***

I reviewed the agendas, reports and minutes of the Finance, Budget, Resources and Staffing Committee and Council meetings, and it is clear the council is following its own regulations. Regular financial monitoring takes place, is reported to the committee and the minutes confirm discussion and approval of figures.

The Clerk has delegated authority to approve expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget (FR 4.1) and also has authority in the event of extreme risk to the delivery of council services to authorise expenditure subject to a limit of £2,500 whether or not there is budgetary provision (FR 4.5).

***Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.***

The council has adopted the General Power of Competence (GPC) and the thresholds do not apply. Confirmation of the eligibility and acceptance of the GPC was last completed at the Annual Meeting in May 2021 (minute ref 124).

***Confirm that checks of the accounts are made by a councillor.***

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

**Final audit**

The final audit was conducted on site with the RFO. She had prepared the information in advance, and we tested the documents, reviewed the website for the required information and talked through any issues raised in previous reports.

**Section conclusion**

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

**C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)*****Internal audit requirement***

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

**Recommended minimum testing:**

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

**Interim audit**

The council has a Risk Management Strategy and Policy Statement which was last reviewed and approved by council on 25 November 2020 (minute ref 168). This outlines the council's approach to risk management and sets out the responsibilities of officers and councillors in implementing this. A strategic risk assessment log shows how the council has considered specific risks, detailed actions already taken and recognised actions needed to mitigate the risk. This is due for review again at the November 2021 meeting.

I confirmed that the council has a valid insurance policy in place with Zurich in a long-term agreement expiring on 1 June 2024. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £2 million. These levels appear appropriate for a council of this size.

#### Final audit

We discussed assertion 8 on the AGAR and whether or not this had any impact on the council.

*"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."*

The RFO was able to confirm there were no matters excluded from the accounting statements that she was aware of.

#### Section conclusion

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

### D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)

#### Internal audit requirement

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

#### Recommended minimum testing:

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

#### Interim audit

I noted the minutes of the Finance, Budget, Resources and Staffing Committee meeting held in July 2021, where a report from the RFO on the budget process for 2022-23 was discussed in detail, and a number of recommendations adopted (minute ref 33). The RFO confirmed that it is anticipated that final approval of budget and precept will be at the January 2022 council meeting.

At the start of the financial year, the council held circa £1,932,000 in earmarked reserves and circa £259,000 in general reserves. I remind council that it is recommended to hold a general reserve level of between 3 to 12 months equivalent of precept. A review of earmarked and general reserve levels will be conducted at the year-end audit.

There is evidence within the council minutes of regular reviews of performance against budget taking place, including variance reports providing councillors with more detailed explanations of under/overspends. The records kept by the RFO show careful monitoring of all aspects of the council's financial performance.

#### Final audit

I confirmed that the budget and precept were discussed and agreed by council at the meeting held on 26 January 2022.

At the year-end, the council held circa £900,000 in earmarked reserves for a variety of clearly defined purposes. I tested the purposes of the earmarked reserves with the RFO, and it was confirmed that these were all for planned projects. There is a standing agenda item for reviewing the CIL and earmarked reserve holdings.

The council holds a further £218,159 in the general reserve. General guidance recommends the level of general reserve is retained at between 3 – 12 months' equivalent of precept, as adjusted for local conditions. The council is running below this figure, and I **recommend this level is kept under review. Council may wish to consider adopting a general reserve policy identifying a minimum amount it wishes to retain.**

#### Section conclusion

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

### E. INCOME (INTERIM AUDIT)

#### Internal audit requirement

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

#### Recommended minimum testing:

- Review "aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

#### Interim audit

For 2021/22, other than the precept, the council's main income streams are rents, hire fees and letting income, funerals and graves, allotments and bank interest. The RFO keeps detailed records of receipts on the spreadsheet, detailing which budget the income is credited against.

There is evidence within the council minutes from July 2021 of the council considering reviews of fees and charges for the services provided by the council.

At the year-end audit in May 2021, we discussed implementing a quarterly review of burial income to match the level of other checks conducted by the council. Through discussion with the RFO I am pleased to note that a system has now been put in place whereby a check of records held by the Cemetery Superintendent is compared to the receipts received by the RFO.

As the interim audit was conducted remotely, I was unable to complete a detailed review of the actual invoices and remittance advices.

#### Section conclusion

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

**F. PETTY CASH (INTERIM AUDIT)****Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*

**Recommended minimum testing:**

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “not applicable” response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings

**Interim audit**

The council maintains a small petty cash float used for incidental expenses. The RFO keeps an Excel spreadsheet with details of expenditure through petty cash. A review of the usage of petty cash for the period up to the end of August shows 7 entries totalling £81.05, and from the information provided all appear to be legitimate uses of petty cash. The total amount of petty cash expenditure is immaterial to the council’s overall financial position.

Due to the remote nature of the interim audit, I was unable to physically check the petty cash balance, however based on the records provided and previous audits of the council, I am in no doubt petty cash is managed correctly.

**Section conclusion**

I am of the opinion the control objective of “Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for” has been met.

**G. PAYROLL (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.*

**Recommended minimum testing:**

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer’s contributions are applied: NB. The employers’ allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers’ pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

**Interim audit**

The council continues to use an external company to provide payroll services. The external provider completes all the PAYE and NI calculations and provides the information to the council to make the salary payments. I reviewed the payroll information and payslips for August and September 2021, and the deductions appear correct.

There is a councillor allowance scheme in place, and this is managed through payroll with appropriate records of payments kept and councillor allowances published on the council website.

**Final audit**

I confirmed that the only entries included in box 4 of the AGAR are for legitimate staff costs, i.e., salary, HMRC and pension payments.

The Clerk confirmed that she had received the backdated NJC pay rise in her March salary.

**Section conclusion**

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

**H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

**Recommended minimum testing:**Tangible fixed assets

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

**Interim audit**

The council has developed a detailed fixed asset register which is maintained in an Excel format. I reviewed a summary version at the interim audit, and a review of the full detailed register will be conducted at the year-end audit.

**Final audit**

The asset register has been updated during the year to show additions and disposals. I was able to confirm the change in total from the previous year to these amounts and confirmed that the asset register total matches that entered onto the AGAR.

I confirmed the council has no PWLB borrowing.

**Section conclusion**

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

**I. BANK AND CASH (INTERIM AND FINAL AUDIT)****Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

**Recommended minimum testing:**

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

**Interim audit**

Bank reconciliations are reviewed and signed off at the Finance, Budget, Resources and Staffing Committee meetings. I noted this is a regular standing agenda item, most recently at the meeting held on 21 July where the reconciliations for the period ending 30 June 2021 were reviewed.

The RFO provided me with copies of bank statements which show councillor's signing these off as evidence of checking the reconciliations. This is in accordance with Financial Regulations (FR 2.2).

**Final audit**

I confirmed that the council had a reconciled bank position at the 31 March 2022. There were approximately 40 entries unreconciled at the year-end which are unrepresented cheques totalling £79,306.21. While the total amount appears high, this is mainly traceable to three large unrepresented cheques from March for East Sussex pension Fund (£,7689.59), East Sussex County Council (£27,401.69) and HMRC (£17,938.31).

I was able to confirm the year-end balances to the bank statements dated 31 March 2022.

Due to the size of the council's annual budget, it does not benefit from the protection offered by the Financial Services Compensation Scheme (FSCS).

**Section conclusion**

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

**J. YEAR END ACCOUNTS (FINAL AUDIT)****Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

**Recommended minimum testing:**

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

**Final Audit****Section 1 – Annual Governance Statement**

	<b>Annual Governance Statement</b>	<i>'Yes' means that this authority</i>	Suggested response based on evidence
.1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2020/21 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – the council takes action on recommendations within internal audit reports
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or	<i>disclosed everything it should have about its business activity during the</i>	<b>YES</b> – no matters were raised during the internal audit visits.

	after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>year including events taking place after the year end if relevant.</i>	
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>YES</b> – the council has met its responsibilities as a trustee.

### Section 2 – Accounting Statements

At the time of the year-end audit, the AGAR figures presented for checking were as below:

AGAR Box Number		2020/21	2021/22	Auditor Notes
1	Balances brought forward	1,306,651	1,291,262	Correctly carried over from box 7 2020/21
2	Precept or rates and levies	1,092,828	1,146,274	Confirmed against precept amount received
3	Total other receipts	232,700	177,494	Confirmed against accounting records
4	Staff costs	654,773	700,117	Confirmed against accounting records
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	686,144	791,307	Confirmed against accounting records
7	Balances carried forward	1,291,262	1,123,606	Total correctly equals (1+2+3) – (4+5+6)
8	Total value of cash and short-term investments	1,269,897	1,097,440	Confirmed against accounting records and account balances
9	Total fixed assets plus long-term investments and assets	2,730,667	2,676,459	Verified against asset register
10	Total borrowings	0	0	Council has no borrowing
11	Disclosure note re Trust Funds (including charitable)	<b>YES</b> √	<b>NO</b>	n/a – the council has no trusts

The year-end accounts have been correctly prepared on the income and expenditure basis with the box 7 & 8 reconciliation completed. This shows a VAT debtor of £26,385.54 and creditors of £218.64.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the previous year's AGAR.

The explanation of variances has been completed to explain the variances in boxes 3 and 6. In my opinion, this provides enough information for the external auditor.

#### Section conclusion

I am of the opinion that the control assertion "Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded" has been met.

**K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)****Internal audit requirement**

*If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick “not covered”)*

**Recommended minimum testing:**

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority’s website and noticeboard

**Section conclusion**

I am of the opinion that the control assertion of “If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt” is not applicable due to the council not declaring itself exempt from a limited assurance review in 2020/21.

**L: TRANSPARENCY (INTERIM AUDIT)****Internal audit requirement**

*If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities*

**Recommended minimum testing:**

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority’s website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

**Interim audit**

The council has an annual turnover exceeding £25,000, and this test does not apply.

**Section conclusion**

I am of the opinion that the control assertion of “If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities” is not applicable due to the council turnover exceeding £25,000.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)****Internal audit requirement**

*The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Recommended minimum testing:**

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

## Final Audit

Inspection – key dates	2020/21 Actual	2021/22 Proposed
Date inspection notice issued	19 June 2021	10 June 2022
Inspection period begins	22 June 2021	13 June 2022
Inspection period ends	31 July 2021	22 July 2022
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2020/21, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

The council are planning to sign the AGAR at the meeting scheduled for 18 May 2022.

**Section conclusion**

I am of the opinion that the control assertion “the authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations” has been met.

**N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)****Internal audit requirement**

*The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

**Recommended minimum testing:**

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

*Before 1 July 2021 authorities must publish:*

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
- Section 2 - Accounting Statements 2020/21, approved and signed, page 5

*Not later than 30 September 2021 authorities must publish:*

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

**Interim audit**

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

**Section conclusion**

I am of the opinion that the control assertion of “the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage” has been met.

## O. TRUSTEESHIP (INTERIM AUDIT)

### **Internal audit requirement**

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

#### **Recommended minimum testing:**

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

### **Interim audit**

The council is the trustee of four separate charities – The Hailsham War Memorial Institute (Charity number 252291), The Western Road Memorial Institute (255104), The Allotment for the Labouring Poor (Also known as W.W. Slye Trust) (255106) and The Allotment for Recreation Ground (Also known as Harold Maryan Trust) (255105).

I reviewed each charity on the Charity Commission website. Each shows that reporting is up to date and that there is no requirement for a financial return as they are all below the threshold for this requirement. The council is up to date with all of its charity reporting.

#### **Section conclusion**

I am of the opinion that the control assertion of "Trust funds (including charitable) – The council met its responsibilities as a trustee" has been met.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



**Andy Beams**

**For Mulberry & Co**