



AGAR/Internal Audit – RFO Supporting Report 15th May 2025

Restating last year's AGAR figures;

Prior to the internal auditor visit it was noted by the RFO that last year's AGAR figures were completed on an "expenditure and income" basis (due to the bank holiday there were 2 payments that did not complete until April, bringing those expenses into the 2024-2025 financial year). As the accounts this year are completed on a "receipts and payments" basis, this will require a slight difference to last year's figures (Box's 1,6 and 7) and a need to restate them.

Internal Audit Report Introduction;

The internal audit then took place and the report has been received. As a result of the findings, this report will identify the implications and necessary actions to address the weaknesses found.

Weakness found;

Box "B" of form 2PM Annual Internal Audit Report:

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

The following payments were identified:

Date	Description	Amount	SUMMARY BY PC
02 Apr 24	Shepton Montague PC	100.00	This is the Village Hall hire fee, which was part of the earmarked reserve in the 24/25 budget. I cannot find an invoice for this, but have requested one for noting at next meeting once available.
02 Apr 24	Gooding Accounts	42.00	I agree, this was during the time of the previous clerk, and may be down to his lack of presence in the role. I cannot seem to trace the

			invoice for this, but can see that it was a planned expenditure on the budget for 24/25.
16 Jul 24	REDACTED NAME	214.00	As above.
16 Jul 24	SALC	35.00	As above.
01 Nov 24	REDACTED NAME	503.93	Extraordinary meeting 24 th October 2024 – Item no.8 – the cost was stated, although invoice was not available at that time. This was my first meeting as Clerk, and I should have recorded this within the resolution.
27 Mar 25	HMRC	170.20	<p>Agreed, this has not yet been approved at a meeting. I wanted this to reflect in the 24/25 budget to avoid confusion and plan to bring the invoice retrospectively to the Annual Council Meeting for resolution. It is however part of planned staffing costs as agreed in the budget-making process.</p> <p>I emailed all councillors for agreement to process the payment and have a record of their agreement by email.</p> <p>I am in the process of reviewing the Financial regulations and will also bring this to the Annual Council Meeting for approval and adoption to cover instances such as this.</p>

Implications;

Not following Financial Regulations leaves the Council at financial risk, however, on investigation into the above payments they were not in breach of planned expenditure for the 2024/25 Budget and as the RFO I am fully satisfied that all of these payments are accounted for appropriately.

Actions;

- The new Clerk and RFO has resolved part of this problem (lack of active Clerk/RFO for prolonged period).

- A recommendation will be made to ensure regular contact is made between the Clerk/RFO and Council, to avoid prolonged periods of inactive Clerk/RFO, and this risk will be updated on the risk register and reviewed at the annual meeting.
- This report will be reviewed by Councillors, along with the financial paperwork for the above identified payments, to be resolved retrospectively at the annual council meeting.
- DRAFT Financial Regulations prepared by the Clerk/RFO to be reviewed at the annual meeting.