

**Bingley Town Council's Review of the Effectiveness of the Internal Audit Year End 2023/2024**  
**Undertaken at a Full Council meeting on Tuesday 26<sup>th</sup> March 2024**

Within the financial year 2023/2024 there have been 2 internal audits, undertaken by Rachel Pearson of Account-Ant, who was appointed as Bingley Town Council's Internal Auditor for the financial year.

The first review for year ending March 31<sup>st</sup> 2023 was undertaken on 20<sup>th</sup> April 2023.

The second "mid-year" review for 2023-24 was completed on 12<sup>th</sup> December 2023.

STANDARDS	EVIDENCE OF ACHIEVEMENT	COMMENTS
Scope of examination	<p>Scope of audit work takes into account risk management and wider internal control.</p> <p>Terms of reference for audit define responsibilities in relation to fraud.</p>	<p>Internal Audit Reports for Bingley Town Council, date of audits for year end 2022-23 and mid-year 2023- end of year audit was undertaken on 20<sup>th</sup> April 2023 and the mid-term audit on 12<sup>th</sup> December 2023 (both carried out remotely):</p> <p>'Year end accounts match back to the bank statements and reports from Rialtas.' (20<sup>th</sup> April 2023, p. 7)</p> <p>'The Auditor reviewed a sample of purchase and sales invoices. All items were found to have an audit trail and were authorised. A list of payments are provided to Full Council at each meeting where payments are agreed.' (12<sup>th</sup> December 2023, p. 3).</p>
Competence	There is evidence that internal audit work has been carried out ethically, with integrity and objectivity.	<p>Bingley Council Audit Plan:</p> <p>This document outlines the aims, schedule, and requirements.</p>
Relationships	Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.	<p>Internal Audit Report for Bingley Town Council, end of year 2022-23 audit undertaken on 20<sup>th</sup> April 2023:</p> <p>'The Finance department comprises of the Clerk, the Deputy Clerk &amp; Admin Support. Each employee has an up to date job description and has been appointed with specific duties.' (20<sup>th</sup> April 2023, p. 3).</p>

		<p>Internal Audit Report for Bingley Town Council, date of audit 12<sup>th</sup> December 2023:</p> <p>‘Internal Controls are set out in the Financial Regulations and audit checks can confirm they are being completed.’ (12<sup>th</sup> December 2023, p. 5)</p> <p>‘All members of staff have current job descriptions and terms and conditions. The Council also has an annual appraisal process.’ (12<sup>th</sup> December 2023, p. 6)</p>
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### Was the internal audit effective?

Characteristics of Effectiveness	Evidence of achievement	Areas for improvement
Internal audit work is planned	As per each internal audit report, the next internal audit to take place is scheduled at this time, therefore it is planned 6 months in advance.	
Understanding the whole organisation, its needs and objectives	<p>Internal Audit Report of Bingley Town Council, date of audit 20<sup>th</sup> April 2023:</p> <p>‘The minutes and accounts have been reviewed for unusual financial activity and none has been identified.’ (20<sup>th</sup> April 2023, p. 4)</p> <p>Internal Audit Report of Bingley Town Council, date of audit 12<sup>th</sup> December 2023:</p> <p>‘The Finance &amp; General Purposes Committee receives a copy of actual vs budget on a quarterly basis for review. Evidence of this being discussed is evident in the meeting minutes.’ (12<sup>th</sup> December 2023, p. 5)</p>	
Be seen as a catalyst for change and forward looking/ Add value and assist Bingley Town Council in achieving its objectives/ Responsive to challenge	Half-yearly Internal Audit Report of Bingley Town Council for 2022-23, date of audit 7 <sup>th</sup> January 2023, included the following recommendations, which were all actioned:	

<p>Has the guidance from the internal auditor been considered and incorporated into Bingley Town Council practice?</p>	<p>'The Financial Risk Policy is due for review in 2025. For a council the size of Bingley we feel 3 years is too long a period between reviews. Especially with regards banking as many banks are currently updating their authorisation protocols and methods.</p> <p>The Asset Register be reviewed on a quarterly basis for additions and disposals. Then add to the agenda for Full Council. This will ensure an up to date version is available on a more regular basis and also allow you to update your insurance values should you need to.</p> <p>Review your insurance values as on assets are slightly lower than insurance value – your premium may reduce if updated.' (7<sup>th</sup> January 2023, p.8)</p> <p>Year end Internal Audit Report of Bingley Town Council, date of audit 20<sup>th</sup> April 2023, included the following recommendations, which were all actioned:</p> <p>'That the Asset Register be available to review twice per year to enable time to highlight differences prior to year end's tight deadlines. The Auditor notes the Asset Register will be reviewed internally quarterly, therefore enabling Internal Audit review half yearly to be possible.</p> <p>Navigation on the website is not very user friendly.</p> <p>Council Policies either not on the website or not easily found. For Transparency Auditor suggests as many policies as possible be added to the website.' (20<sup>th</sup> April 2023, p. 9)</p>	<ul style="list-style-type: none"> <li>• Financial Risk Assessment Policy now being reviewed annually.</li> <li>• Asset Register being reviewed at least quarterly.</li> <li>• Insurance values on assets reviewed annually.</li> <li>• Asset Register being reviewed at least quarterly.</li> <li>• New website, with more user friendly navigation, has been commissioned, and will hold all policies once live.</li> </ul>
<p>Independent</p>	<p>Independent Internal Auditor provides two internal audits per year.</p>	