

Northants CALC
Internal Audit Report – Year end
(to be read in conjunction with Section 4 of the Annual Return)

Name of council	Old Stratford Parish Council		
Name of Internal Auditor:	Dianne Isaacs	Date of report:	07/05/18
Year ending:	31/03/18	Date audit carried out:	03/05/2018

Internal audit is the periodic independent review of a council’s internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council’s control. Managing the council’s internal controls should be a day-to-day function of the staff and management and not left for internal audit.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

*Clerk and R.F.O. **Derek Everett***

Cllr T Pateman was elected Chairman of the Council at the Annual meeting on 9th May 2017

Cllr N Lawrence was elected Vice Chairman

Councillors 11

To the Chairman of the Council

BDO External audit 2016/17

There were no matters arising from the External audit report that required issuing a separate report.

The report was presented to Council and the Clerk displayed the Close of Audit notice on the Council's web site.

PKF Littlejohn LLP are the appointed external auditors for a five year period from October 2017.

Old Stratford Parish Council has gross income/expenditure over £25,000 and is liable for a basis external audit.

The Council should receive and note the Annual end of year Internal audit report prior to approving the Annual Governance statement and Accounts.

The Council must approve Section 1 of the Governance statement before approving Section2 Accounting statement.

INTERIM INTERNAL AUDIT REPORT – 18/01/2018

There were no matters arising from the Interim internal audit report

Internal control

The Vice Chairman carried out an internal control check at the March Council meeting, before the end of the financial year. There were no issues arising from the report.

GDPR– Data Protection

The Council is registered with ICO and has paid the annual fee of £35
The Council will sign up to the Service level agreement for Nalc's Data Protection Service.
The Council to adopt the relevant policies and documents and create a Data Map - essentially an asset register of data

ASSET REGISTER

The Council reviewed the Council's assets at the Annual meeting in May 2017
The Council purchased and disposed of assets during the year and they are included on the Asset register.
Total assets at 31.03.2018 - **£ 278, 328**

V.A.T.

Vat on expenditure/ income has been recorded in the Receipts and Payments account for this financial year.

Due Process

RISK MANAGEMENT

The Council reviewed their arrangements to manage identified risks at the May meeting of the Council and has a risk assessment document in place to achieve their objectives.

STANDING ORDERS, FINANCIAL REGULATIONS

The Council has adopted Standing orders and Financial regulations at their Annual meeting in May 2017 . Ncalc issued new Standing orders in April 2018

MINUTES OF COUNCIL MEETINGS

The Council meet every month to conduct their business except for the month of August.
I have read through the minutes of Council meetings to date and there were no unusual activities in the minutes during the year.
The minutes are signed by the Chairman of the Council and consecutively numbered.

STAFF COSTS

The Clerk is the sole employee of Old Stratford Parish Council.
The Clerks salary has been paid in accordance with Council approval .

Total staff costs 11,460

PAYE is paid monthly to HMRC .

Petty cash

Petty cash payments are supported by receipts , approved by the Council and paid as expenses to the Clerk.

INSURANCE

The Council carried out a review of their insurance and has agreed a competitive insurance cover with Came and Co. through Aviva - **£2176.79**

Council's Precept for 2017/18 financial year

The Precept of **£44,400**, resulted from a detailed budgetary process.

BANK STATEMENTS

There is a bank reconciliation for each account and there are no unexplained variances from the ledger to the Bank Accounts at 31.03.2018

Receipts and payments

I carried out an audit trail on several receipts and payments transactions, payments were supported by invoices and recorded correctly in the Receipts/Payments account.

Total value of cash and investments at 31.03.2018 £158,884

The Council has achieved its control objectives for the year and I have signed the Annual Internal audit report accordingly.

The report is based on evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a Council in order to detect error or fraud. Consequently the report is limited to those matters set out above.

Dianne Isaacs
 Internal Auditor to the Council Ncalc
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The figures submitted in the Annual Return are:

	Year ending 31 March 2017	Year ending 31 March 2018
1. Balances brought forward	161957	149645
2. Annual precept	41600	44400
3. Total other receipts	35593	47471
4. Staff costs	11440	11460
5. Loan interest/capital repayments	-	-
6. Total other payments	78065	71172
7. Balances carried forward	149645	158884
8. Total cash and investments	149645	158884
9. Total fixed assets and long term assets	268610	278328
10. Total borrowings	NIL	-

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Local Councils – A Practitioners’ Guide (England) (2018)*. It is a guide to the accounting practices to be followed by local councils, and sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from

<http://www.northantscalc.gov.uk/?p=253>