

Northants CALC

Internal Audit Report – End of year 2018/19 (to be read in conjunction with Annual Internal Audit report in the Annual Governance and Accountability return)

Name of council	Old Stratford Parish Council		
Name of Internal Auditor:	Dianne Isaacs	Date of report:	04/06/19
Year ending:	31/03/19	Date audit carried out:	30/05/2019

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 RFO :- Derek Everett

***Cllr T Pateman was elected Chairman of the Council at the Annual May meeting.
Cllr N Lawrence was elected Vice Chairman***

To the Chairman of the Council

PKF Littlejohn LLP External Audit – 2017/18

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

2018/2019 financial year

The Council has Income and Expenditure exceeding £25,000 and is subject to a Basic External audit. The Clerk will complete all the necessary documents and information in line with PKF's requirements. All documents must be submitted by 1st July and relevant documents to be included on the Council's website.

Internal audit

There were no issues arising from the interim Internal audit report – 20/11/2019

Internal control

The Vice Chairman manages Internal control checks and there were no matters arising from the reports.

GDPR– Data Protection

The Council is registered with ICO and has paid the annual fee of £40.00

The Council has signed up to the Service level agreement for Nalc's Data Protection Service and has adopted the relevant policies.

ASSET REGISTER

The Council has purchased additional assets during the year and total assets at 31.03.2019 are recorded as £ **285,678** .

V.A.T.

Vat for 2017/18 financial year **£6,890.61** is recorded in the income ledger and total VAT on expenditure to 31/03/2019 is **£6565.44**

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 order and Financial regulations

The Council has adopted Standing orders and Financial regulations at their Annual meeting in May 2018 . These have been updated in line with current Accounts and Audit regulations.

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 .

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.

Total staff costs at 31.0.3.2019 £ 11,700

Insurance

The Council carried out a review of their insurance and has agreed a competitive insurance cover - **£1,736.25**

Council's Precept for 2018/19 financial year

The Precept of **£50,000**, resulted from a detailed budgetary process.

Accounts

The Council accounts are produced on the correct accounting procedure – Receipts and Payments .

An audit trail was carried out on several Income and Expenditure transactions to 31.03.2019 and there were no anomalies on these entries.

Expenditure has been agreed by the Council and minuted and there is supporting documentation for each transaction.

Bank Accounts

There is a reconciliation for each of the Council's bank accounts and there are no unexplained balancing entries in the Accounts ledger and the Banks statements at 31.03.2019.

Total cash and investments at 31.03.2019 - £ 157,635.18

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 2018	Year ending 31 March 2019
1. Balances brought forward	149645	158804
2. Annual precept	44400	50000
3. Total other receipts	47471	15471
4. Staff costs	11460	11700
5. Loan interest/capital repayments	-	-
6. Total other payments	71252	54940
7. Balances carried forward	158804	157635
8. Total cash and investments	158804	157635
9. Total fixed assets and long term assets	278328	285678
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>