

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

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|---------------------------|---------------------------|-------------------------|------------|
| Name of council: | Loddington Parish Council | | |
| Name of Internal Auditor: | Claire Tilley | Date of report: | 17-04-2020 |
| Year ending: | 31 March 2020 | Date audit carried out: | 14-04-2020 |

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 council through its staff and management and not left for internal audit. 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. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

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.

To the Chairman of the Council:

I performed a virtual videoconferencing meeting with the Clerk & RFO, Jane Mann on the 14th April 2020. I would like to thank her for being so accommodating at this unusual time.

Prior to this, I had obtained minutes and policies from the Councils website, which is available and up to date.

I examined all the internal control objectives and am very pleased to say that the council has complied with all of them. As such, I am happy to sign off the Internal Audit Report form on the AGAR .

I am pleased to see that the Council have now introduced Model Financial Regulations and have scheduled the Annual meeting to be held in May. However, although I am satisfied that Internal control measures are in place, it would be better to minuted these internal checks for greater transparency.

I also note that the council have received donations towards the administration of dealing with an unauthorised encampment within the parish. I am satisfied that the council are facilitating this correctly and that it is working on behalf of the residents wishes.



Ms Claire Tilley
 Internal Auditor to the Council
 01536 791893
claire@renaissancebusiness.co.uk

The figures submitted in the Annual Governance and Accountability Return are:

| | Year ending 31 March 2019 | Year ending 31 March 2020 |
|--|------------------------------|------------------------------|
| 1. Balances brought forward | 13970 | 13028 |
| 2. Annual precept | 6000 | 6000 |
| 3. Total other receipts | 7351 | 18946 |
| 4. Staff costs | 3688 | 4208 |
| 5. Loan interest/capital repayments | 0 | 0 |
| 6. Total other payments | 10605 | 11510 |
| 7. Balances carried forward | 13028 | 22256 |
| 8. Total cash and investments | 13028 | 22256 |
| 9. Total fixed assets and long-term assets | 207077 | 207022 |
| 10. Total borrowings | | |

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2019)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2019.pdf>