

End of year Internal Audit Report

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

Name of council:	Syresham Parish Council		
Name of Internal Auditor:	Dianne Isaacs	Date of report:	04/04/23
Year ending:	31/03/23	Date audit carried out:	03/04/23

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.

Samantha Hosking is the Clerk and RFO to the Council.

Cllr Dorothy Dunkley was elected Chairman of the Parish Council at the Annual meeting of the Council on 25th May 2022.

Cllr Ian Draper was elected the Vice Chairman of the Council

Councillors:- 8 – 1 Vacancy

Quorum 1/3 of Council members

To the Chairman of the Council:

External audit 2021/22

PKF Littlejohn LLP stated that Sections 1 and 2 of the Annual return is in accordance with proper practices .Note from PKF – Section AGAR Box 10 – The Clerk to adjust the year end figures with regard to interest for the loan payment.

Close of audit :- Published on the Council's web site 29/09/22

Interim internal audit 24/01/23

Noted by the Council at the February meeting

Evidence of Internal control

Cllr Green carries out an Internal control check every quarter and this is recorded in the Council's minutes.

A review of the effectiveness of the system of Internal control procedure was discussed and agreed at the March Council meeting.

DUE PROCESS

Risk Assessment.

The Council's Risk assessment was reviewed and approved at the March Council meeting.

Standing orders/Financial regulations /Code of conduct

Up to date Standing orders/ Financial regulations and Code of conduct were reviewed and adopted at the May meeting of the Council .

Assets

Total fixed assets £ 98,887 . This figure is recorded in AGAR (9)

Minutes of Council meetings

I have checked the Council minutes to 31.03.2023 and were no unusual activities that came to my attention.

VAT £5,435.75 2021/22 has been received from HMRC and recorded in the Receipts and payment account. Vat on expenditure 2022/23 **-£2477.74**

Data protection

The Council paid the Annual fee £35.00 to ICO in May 2022.

Precept

The Council's Annual precept of **£37,500** resulted from a budgetary process. The precept is correctly recorded in the receipts and payments account and bank payments. The Clerk reports a budget update on a regular basis to the Council.

Insurance

The Council reviewed their insurance and fidelity cover in May 2022 through Came and Co - **£ 836.22 Fidelity guarantee is set at £150,000.**

Staff costs

The Clerk Samantha Hosking is the sole employee of the Council Her salary and WFH allowance **£11313** has been paid with Council approval and recorded in the accounts ledger and Council minutes.

Clerk's pension

A Council pension for the Clerk to the Council has been set up through NEST.

Bank signatories/ BACS payments

Cllr Dunkley, Cllr Draper, Cllr Munsey and the Clerk are the nominated Bank signatories.

Council Bank account

The Council has reviewed its banking arrangements and has agreed to change from Barclays Bank to Lloyds on- line banking.

106 Payments

The Council has received **£4,730** 106 payment for fencing and paving.

Accounts ledger-

The account book is maintained on the correct accounting procedure – Receipts and Payments. I carried out an audit trail on several receipts and payments transactions and there were no variances between the minutes, payments and the bank statements at 31.03.23

Balance at 31.03.2023

Business Premium account	£21,811.61
Community account	£ 7,792.39
O/s cheques	962.74
Balance	£ 28,641.26

£ 28,641 recorded in AGAR (7) (8)

The Clerk has explained significant variances to the External auditor.

Loan interest/capital payments £ 4,413.

O/standing balance £ 6,551

Publication requirements - The Council must approve Section 1 of the AGAR before Section 2 and both must be minuted and published on the Council's website before 1st July, 2023

Yours sincerely

Dianne Isaacs Ncalc Internal auditor

07790 269798 di.isaacs01@gmail.com

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

	Year ending 31 March 2022	Year ending 31 March 2023
1. Balances brought forward	27486	22946
2. Annual precept	37500	37500
3. Total other receipts	14866	10318
4. Staff costs	10990	11313
5. Loan interest/capital repayments	2207	4413
6. Total other payments	43710	26397
7. Balances carried forward	22946	28641
8. Total cash and investments	22946	28641
9. Total fixed assets and long-term assets	94640	98887
10. Total borrowings	10862	6551

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. 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-2020-2.pdf>