

Northants CALC

Year end Internal Audit Report

(to be read in conjunction with Section 4 of the Annual Return)

Name of council:	Syresham Parish Council		
Name of Internal Auditor:	Dianne Isaacs	Date of report:	13/05/15
Year ending:	31/03/15	Date audit carried out:	11.05.2015

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.

**Lesley Sambrook Smith is the Parish Clerk and R.F.O. to the Council
Cllr Dorothy Dunkley is the Chairman of the Parish Council**

No of Councillors:- 9
Quorum 1/3 of Council members
Electorate 700

Matters arising from the B.D.O. External Audit report for 2013/14 financial year

There were no matters arising from the External audit report .
The report was presented to Council at the meeting on 27th August, 2014 – minute ref.578.

Matters arising from Internal Audit report 19.012015

The report was presented to Council on 28/01/2015 and minuted. Ref 602.
Payments for wreaths for the memorial have been transferred to the Section 137 Account.
The Council has reviewed the effectiveness of their Internal audit process and the scope of audit.

Evidence of Internal control

An effective and comprehensive system of Internal control is carried out by Cllr I Draper every quarter.
Internal control reports are documented and reported to the Council.
There were no matters arising from the end of year Internal control report .

Risk management

Standing orders and Financial regulations

The Council's Standing orders were revised and modified in light of the openness Local Gov. Bodies Rights 2014.
The Electronic Committees (England) Order 2015 has been included in the Council's standing orders.
Financial regulations were agreed at the Annual Meeting of the Council .

Risk assessment

The Council has reviewed their risk assessment policy in February in line with audit regulations and have made no change to their policy at this time.

Code of conduct

The Council has adopted a Code of conduct relevant to their Council.

Accounts ledger-

The account book is maintained on the correct accounting procedure – Receipts and payments.

The account book is up to date and arithmetically correct.

An audit trail was carried out and payments were supported by invoices, authorised and minuted.

There are no unexplained balancing entries in the accounts ledger and the bank balances at 31.03.2015

Insurance

The Council has reviewed their insurance and Fidelity cover.

Fidelity cover is fixed at £150,000 at the present time.

The Council considers this is sufficient at the present time but will obtain quotations up to £500,000 in light of the potential Village Hall sale.

Payroll

The Clerk is the sole employee of the Council

The Clerk's salary has been paid with Council approval and correctly recorded in the accounts ledger.

Staff costs for the year are £7072 and this figure is correctly recorded in Section 1 of the Annual return (4)

Minutes of Council meetings

The minutes of Council meetings are signed by the Chairman of the Council and consecutively numbered .

There are no unusual activities in the minutes of Council meetings.

Legal powers are identified in the minutes of paid expenditure items.

Petty cash

The Petty cash account was checked at the end the year. All in order.

V.A.T

V.A.T has been identified and will be claimed from H.M.R.C at the end of the financial year.

Total amount of V.A.T to 31/03/2015 is £1380.98.

Assets

The Council has purchased additional assets during the year.

War memorial £1,000

Sign £ 153.

The Asset register has been amended to include these assets .

Total assets at 31.03.2015 £ 47013

Precept

The annual precept of **£21,012** resulted from a budgetary process.

The precept is correctly recorded in the receipts and payments account and Section 1 (2) of the Annual return.

Accounts Ledger - end of the financial year

The accounts book is up to date and arithmetically correct at 31.03.2015

There are no unexplained balancing entries on the accounts and bank statement at 31.03.2015.

Balance on all accounts is £ 23,652.08

£23652 has been entered correctly in Section 1 (7 and 8) of the Annual return

Annual return

Section 1 (1-10) has been correctly recorded and represents the financial position of the Council at 31.03.2015

Section 4

The Council has achieved its control objectives throughout the year and I have signed Section 4 of the Annual return accordingly.

Dianne Isaacs
Internal auditor N.calc

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