

**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:	11/05/21
Year ending:	31/03/21	Date audit carried out:	10/11 -05/21

*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.**

**Due to COVID -19 restrictions the End of year Internal audit will be carried out remotely this year.**

**To the Chairman of the Council:**

**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 27<sup>th</sup> May 2020.**

**Cllr Ian Draper was elected the Vice Chairman of the Council**

Councillors:- 9

Quorum 1/3 of Council members

**External audit 2019/20**

**PKF Littlejohn LLP report stated that Sections 1 and 2 of the Annual return is in accordance with proper practices and no matters came to their attention**

**Notice of Public rights and Publications of Unaudited AGAR -**

Published on the Council's website from 15/06/20 – 24/07/20

The Council acknowledged and minuted the report at the September meeting and the Clerk published the Close of audit on the Council's web site.

**Interim Internal audit 14/01/2021**

The report was presented to Council at the January meeting and it was noted that payments to CAB were not Section 137 payments.

**Evidence of Internal control**

Cllr Green was re-appointed as the Internal controller of the Council at the June Council meeting.

An effective and comprehensive system of Internal control is carried out by Cllr Green every quarter.

**Minutes of Council meetings**

**Due to Covid-19 the Council has agreed to hold virtual meetings by Zoom video link to ensure that essential and statutory business can be actioned.**

I have checked the Council minutes to 31.03.2021 and were no unusual activities that came to my attention.

**Assets**

The Council purchase additional assets during the year and reviewed and approved their asset register at the February Council meeting

Total assets **£74,596** at 31.03.2021 Recorded in the AGAR Section 2 (9)

## DUE PROCESS

### Risk Assessment.

The Council's Risk assessment was approved at the Council meeting on 22<sup>nd</sup> April 2020 and reviewed in February 2021. There were no changes recommended.

### Standing orders

Up to date Standing orders were adopted at the May meeting of the Council .

### Financial regulations

The Council has revised their Financial regulations 2020 with the inclusion of BACS payments -  
Low risk – 2 Signatories Medium risk - Acc ICC and meeting checks.

### V.A.T

V.A.T on expenditure **£8,028.08** has been identified and recorded in the Receipts and Payments account .

Total VAT received from HMRC during the year - **£ 6,466.39**

### Sect 137 Account

The Council purchased a Remembrance wreath- £ 22.98  
Brackley community hospital £200.00

### Precept

The annual precept of **£37,500** resulted from a budgetary process.

The precept is correctly recorded in the receipts and payments account and agrees with the notification to S.N Council.

### Insurance

The Council reviewed their insurance and fidelity cover in May 2020 through Inspire at a competitive cost of **£ 498.52 Fidelity guarantee is set at £150,000.**

### Staff costs

The Clerk Samantha Hosking is the sole employee of the Council and works 16hrs a week.

Her salary has been paid with Council approval and recorded in the accounts ledger and Council minutes. **Total staff costs £ 9906 recorded in AGAR Section 2 (4)**

The Council are seeking financial advice for the provision of a Council pension for the Clerk.

### Bank signatories/ BACS payments

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

The Council are in the process of transferring to BACS payments with the Bank.

106 Receipts

**SNC - Section 106 Open spaces fund £17,000.00**

### Public Work loan

The Council proposed an application for **£13,000 to PWLB** over a three year period in October 2020 for part funding of the upgrade of street lighting of the Parish.

**Interest rate 1.92 %**

The application was checked by Ncalc and was approved by MHGLG . **The loan will be payable in 2021/22 financial year.**

### 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 31.03.2021

<b>Business reserve account</b>	<b>£ 19,090.85</b>
<b>Community account</b>	<b>£ 15,451.94</b>
<b>Less outstanding cheques</b>	<b>£ 7,056.50</b>
<b>Balance at 31.03. 2021</b>	<b>£ 27,486.29</b>

Yours sincerely

Dianne Isaacs Ncalc Internal auditor

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

	Year ending 31 March 2020	Year ending 31 March 2021
1. Balances brought forward	16292	19971
2. Annual precept	38500	<b>37500</b>
3. Total other receipts	22197	38853
4. Staff costs	9736	9906
5. Loan interest/capital repayments	-	-
6. Total other payments	47282	58931
7. Balances carried forwar	19971	<b>27486</b>
8. Total cash and investments	19971	<b>27486</b>
9. Total fixed assets and long-term assets	59300	74596
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 (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>