

End of year 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: | Syresham Parish Council | | |
| Name of Internal Auditor: | Dianne Isaacs | Date of report: | 18/05/22 |
| Year ending: | 31/03/22 | Date audit carried out: | 17/05/22 |

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 19th May 2021.

Cllr Ian Draper was elected the Vice Chairman of the Council

Councillors:- 9

Quorum 1/3 of Council members

To the Chairman of the Council:

External audit 2020/21

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

Close of audit :- Published on the Council's web site 29/09/21

Interim Internal audit 28/01/2022

The Interim internal audit was noted by the Council at the February meeting and action was taken on matters arising from the report

Evidence of Internal control

Cllr Green carries out an Internal control check every quarter and this is recorded in the Councils minutes

The Council has reviewed the effectiveness of their system of Internal control .

DUE PROCESS

Risk Assessment.

The Council's Risk assessment has been reviewed and approved at the February Council meeting.

The Council has reviewed and revised their Financial regulations 2020.

6.22 a - Petty cash float reduced from £250 to £100

Standing orders

Up to date Standing orders were adopted at the May meeting of the Council with no amendments

Minutes of Council meetings

I have checked the Council minutes to 31.03.2022 and were no unusual activities that came to my attention.

Assets

Additional assets were purchased throughout the year.

Total fixed assets 94,640 are recorded in AGAR SECTION 2 (9)

VAT £5,473.65 has been identified and recorded in the Receipts and Payments account .

Total VAT received from HMRC during the year - **£ 1,624.53**

Data protection

The Council paid the Annual fee £35.00 to ICO in May 2021.

Precept

The a 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.

Insurance

The Council reviewed their insurance and fidelity cover in May 2021 through Came and Co -

£ 784.02 Fidelity guarantee is set at £150,000.

Staff costs

The Clerk Samantha Hosking is the sole employee of the Council and works 18 hrs a week.

Her salary has been paid with Council approval and recorded in the accounts ledger and Council minutes.

Clerk's pension

Following financial advice for the provision of a Council pension for the Clerk the Council has agreed to set up a Pension plan through NEST. Current monthly costs £25.73 a month.

Total staff costs £ 10,990

Bank signatories/ BACS payments

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

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

Public Work loan

P.W.L received **£12975** for part funding of the upgrade of street lighting of the Parish.

Loan repayments for 2021/22 financial year **£2206.65**

Total borrowings at 31.03.2022 £ 11,008

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 31.03.22

| | |
|---------------------------------|--------------------|
| Business reserve account | £ 14,788.15 |
| less o/s cheques | (8,829.45 |
| Community account | £ 16,986.89 |
| Balance at 31.03. 2022 | £ 22,945.59 |

£22,946 recorded in AGAR Section 2 (7) (8)

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, 2022

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 2021 | Year ending 31 March 2022 |
|--|------------------------------|------------------------------|
| 1. Balances brought forward | 19971 | 27486 |
| 2. Annual precept | 37500 | 37500 |
| 3. Total other receipts | 38853 | 14866 |
| 4. Staff costs | 9906 | 10990 |
| 5. Loan interest/capital repayments | - | -2207 |
| 6. Total other payments | 58931 | 43710 |
| 7. Balances carried forwar | 27486 | 22946 |
| 8. Total cash and investments | 27486 | 22946 |
| 9. Total fixed assets and long-term assets | 74596 | 94640 |
| 10. Total borrowings | | 11008 |

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>