

# Northants CALC

## Internal Audit Report – End of year 31/03/2016

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

Name of council:	<b>Syresham Parish Council</b>		
Name of Internal Auditor:	Dianne Isaacs	Date of report:	20.05.2016
Year ending:	31/03/16	Date audit carried out:	20.05.2016

*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  
Cllr Ian Draper is the Vice Chairman of the Council.**

No of Councillors:- 9  
Quorum 1/3 of Council members  
Electorate 667

### **Matters arising from the B.D.O. External Audit report for 2014/15 financial year**

There were one issue from the end of year audit 2014/15 that required B.D.O. to issue a separate report.

**Assets :-** The Council acquired an asset during the year at no cost to the Council and the asset has been included in Box 9 of the Annual return. The valuation of Council's assets must represent assets held , not donated to the Council.

The report was presented to Council at the July Meeting – minute ref.636.

### **Matters arising from Internal Audit report 04.02.2016**

There were no matters arising from the Interim Internal audit report.

The report was presented to Council at 24th February meeting and minuted.

Minute Ref. Page 671 -19

### **Evidence of Internal control**

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

Internal control reports are documented and reported to the Council.

There were no matters arising from the internal control reports.

### **V.A.T**

V.A.T on expenditure has been identified and recorded in the Receipts and Payments account. Total VAT is **£1261.83** and is claimed from H.M.R.C at the end of the financial year.

### **Minutes of Council meetings**

I have checked the minutes of Council meetings to 31.03.2016. Minutes are signed by the Chairman of the Council and pages consecutively numbered .

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

### **Council assets**

The valuation of Council assets is **£46,076** at 31.03.2016.  
This figure is correctly recorded in Section 2 (9) of the Annual return

### **Standing orders and Financial regulations**

The Council's Standing orders and Financial regulations were agreed at the Annual meeting of the Council on 20<sup>th</sup> May, 2015.

### **Risk assessment**

The Council has reviewed their Risk assessment Policy in line with audit regulations.

### **Code of conduct**

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

### **Sect 137 Account**

The Council has purchased a wreath- £17.00 and this is correctly recorded under Section 137 in the Accounts ledger.

### **Precept**

The annual precept of **£21,222** 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 has reviewed their insurance and Fidelity cover and has agreed a 3 year contract with Came and Co at a competitive cost of **£ 434.23**.  
**Fidelity guarantee is set at £150,000.**

### **Payroll**

The Clerk Lesley Sambrook Smith is the sole employee of the Council  
The Clerk's salary **£7436** has been paid with Council approval and recorded in the accounts ledger. This figure is recorded correctly in Section 2 (4) of the Annual return.

### **Accounts ledger-**

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

The account book is up to date at 31.03.2016 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 31.03.2016.

Balance of accounts at 31.03.2016

Business reserve account	£17,479.64
Current Account	£ 2,759.31
Gratuity Account	£ 625.73
Nat west Account	£ 5,567.08
Total	£26,431.70
Outstanding cheques	£ 1,614.75
<b>Balance at 31.03.2016</b>	<b>£24,806.95</b>

**£24,807** is recorded correctly in Section 2 ( 7 and 8 ) of the Annual return.

The Annual statement of accounts was presented to Council on 27.04.2016.

Minute ref 680 Item 16.

**The Council has achieved their control objectives for the year and I have signed Section 4 of the Annual return accordingly.**

Dianne Isaacs  
**Internal auditor N.calc**

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The figures submitted in the Annual Return are:

	<b>Year ending 31 March 2015</b>	<b>Year ending 31 March 2016</b>
1. Balances brought forward	21712	23652
2. Annual precept	21012	21222
3. Total other receipts	2375	2563
4. Staff cost	7072	7436
5. Loan interest/capital repayments	Nil	Nil
6. Total other payments	14375	15194
7. Balances carried forward	23652	24807
8. Total cash and investments	23652	24807
9. Total fixed assets and long term assets	46013	46076

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Local Councils – A Practitioners’ Guide (England) (2014)*. It is a guide to the accounting practices to be followed by local councils, and sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from

<http://www.northantscalc.gov.uk/?p=253>