

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:	18/05/20
Year ending:	31 March 2020	Date audit carried out:	18/05/20

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.

COVID -19 instructions are constantly evolving and the Internal End of year audit will be carried out remotely this year.

With so many uncertainties at this present time I trust that you all stay safe and well and remain so in the future.

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 meeting of the Council on 28th May 2019.

Cllr Ian Draper was elected the Vice Chairman of the Council

No of Councillors:- 9

Quorum

1/3 of Council members

External audit

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

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

End of year Internal audit 01/05/19

There were no matters arising from the Internal audit 09/12 /2020

Evidence of Internal control

The Council reviewed and agreed their Internal control procedures in February 2020.

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

There were no issues from the January internal control checks.

Minutes of Council meetings

Due to Covid-19 the Council has agreed to hold virtual meetings by video link to ensure that essential and statutory business can proceed,.

I have checked the minutes to 31.03.2020 and there were no unusual activities in the minutes of the Council .

Assets

The Council purchased additional assets during the year.

Total assets at 31.03.2020 **£ 59,300** This figure is recorded correctly in AGAR Section 2 (9)

Risk Assessment.

The Council proposed to review their Risk assessment policy in March 2020, however due to Covid 19 lockdown there was a limited meeting on 31st March to make end of year payments. All other business was deferred until April. The Risk assessment was approved at the Council meeting on 22nd April 2020.

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 and increased their petty cash account to £250 and agreed to action a Parish Council Debit card for purchases up to a spending limit of £500

GDPR Date protection

In line with current regulations the Council is registered with ICO and paid the £35.00 fee in May 2019. The Council has adopted the relevant policies and documents and created a data map (essentially an asset register of data.)

V.A.T

V.A.T. on expenditure has been identified and recorded in the Receipts and Payments account. Total VAT received from HMRC during the year - **£ 6,695.72**

Sect 137 Account

The Council purchased a Remembrance wreath- £17.00.

Precept

The annual precept of **£38,500** 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 has reviewed their insurance and fidelity cover through Inspire for a three-year period at a competitive cost of **£ 461.47**

Fidelity guarantee is set at £150,000.

Staff costs

The Clerk Samantha Hosking is the sole employee of the Council and has an up to date Contract of Employment. Her salary has been paid with Council approval and recorded in the accounts ledger and Council minutes

Total staff costs £9736

The Clerks hours were increased from 13 to 16hrs per week.

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 at the interim audit and there were no variances between the invoices, payments and the bank statements at 31.03.20

The Clerk presents details of all cheques at the monthly Council meeting and Bank balances of the Community and Business accounts.

Balances on accounts at 31.03.2020

Business reserve £16203.47

Community accounts £ 8799.31

Less outstanding cheques £ 5031.89

Balance at 31.03.2020 **£19970.89**

)£19971 is correctly recorded in AGAR SECTION 2 (7) (8)

The Council has achieved its control objectives for the year and I have signed the Annual Internal audit report accordingly.

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 2019	Year ending 31 March 2020
1. Balances brought forward	15241	16292
2. Annual precept	23180	38500
3. Total other receipts	2317	22197
4. Staff costs	8279	9736
5. Loan interest/capital repayments	-	-
6. Total other payments	16167	47282
7. Balances carried forward	16292	19971
8. Total cash and investments	16292	19971
9. Total fixed assets and long-term assets	48515	59300
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 (2019)*. 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-2019.pdf>