

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Sibbertoft Parish Council		
Name of Internal Auditor:	Fiona Young	Date of report:	02.04.19
Year ending:	31 March 2019	Date audit carried out:	01.05.19

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.

To the Chairman of the Council:

I met with the Clerk & RFO to the Council, Mrs Sam Vickers, to carry out the annual internal audit. My thanks to Mrs Vickers for her hospitality.

I conducted a detailed scan of the minutes and examined the accounts, bank reconciliations, internal controls and the year end procedures.

I advised the Clerk that the process of setting the precept and agreeing the budget was detailed in The Practitioners Guide, it states that the budget should be agreed first, it is only after this is done that the level of precept required can be agreed. The minutes show that the council agreed the precept first which is not the correct procedure and should be changed next year.

Through these examinations, hard evidence and questioning I tested all areas of management and the delivery of the councils business and functions and am pleased to report that I have found no issues.

This report is based on the evidence made available to me. 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. Consequently, the report is limited to those matters set out above.

Yours sincerely,

Miss Fiona Young
Internal Auditor to the Council
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The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2018	Year ending 31 March 2019
1. Balances brought forward	14075	17968
2. Annual precept	12500	12500
3. Total other receipts	4177	10
4. Staff costs	4432	3414
5. Loan interest/capital repayments	0	0
6. Total other payments	8352	9246
7. Balances carried forward	17968	17819
8. Total cash and investments	17968	17819
9. Total fixed assets and long-term assets	56423	57588
10. Total borrowings	0	0

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>