

Internal Audit Report

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

Name of council:	Old Parish Council		
Name of Internal Auditor:	Kirsty Buttle	Date of report:	30.04.2024
Year ending:	31 March 2024	Date audit carried out:	24 th , 29 th and 30 th April 2024

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.

To the Chairman of the Council:

I completed the year-end audit review of Old Parish Council remotely on 24th, 29th and 30th April 2024. I would take this opportunity to thank Sarah for her prompt responses to my enquiries.

I reviewed the information available on <https://www.villageofold.org/>. By examination of the website and documents provided, along with a discussion on zoom with Sarah, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Return.

I would like to point out the following issues which do not affect the responses made in the AGAR Annual Internal Audit Report but should be considered for the new financial year:

- Last year's internal audit raised the fact that the budget and precept value had not been minuted. This year they were minuted but as a single value. I have discussed this with the Clerk who will ensure that they are minuted separately next year.
- There were some occasions where it was not entirely clear on the agendas that the agenda item was going to result in an approval to spend. On other occasions it was clear that a spend was being proposed but the value of the proposal was not included on the agenda. Items requiring a decision, particularly those resulting in spending of public money, must be specified on the agenda as per the Local Government Act 1972, Sch 12, para 10(2)(b).
- Documents relating to items on agendas (except for confidential items) including those relating to finances such as finance reports and draft budgets should be published on the website with the agendas.

- When spends are agreed at a meeting the value of the approved spend should be included in the minutes. This acts as an additional safeguard as it makes it clear what approval/authority the councillors have given the clerk to spend reducing any risk of misunderstanding.
- I am aware that there has been a problem with payroll processing but that you now have a payroll provider looking into this for you to get this resolved with HMRC.

I was able to answer 'yes' to all relevant questions and have signed the Return as required.

I have ticked 'not covered' to statement F of the Internal Audit Report as the Parish Council does not hold petty cash.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Buttle', with a stylized flourish at the end.

Mrs Kirsty Buttle
Internal Auditor to the Council
07985 203 029
kirstybuttle@hotmail.co.uk

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

	Year ending 31 March 2023	Year ending 31 March 2024
1. Balances brought forward	12392	15574
2. Annual precept	16500	18373
3. Total other receipts	259	1284
4. Staff costs	3929	4413
5. Loan interest/capital repayments	0	0
6. Total other payments	9648	19475
7. Balances carried forward	15574	11343
8. Total cash and investments	15574	11343
9. Total fixed assets and long-term assets	51206	51526
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 (2023)*. 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/practitioners-guide-2023>.