

Internal Audit Report

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

Name of council:	YELVERTOFT Parish Council		
Name of Internal Auditor:	Catherine Camp	Date of report:	4 th May 2023
Year ending:	31 March 2023	Date audit carried out:	4 th May 2023

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 met with Samantha Haywood (Clerk & RFO) via video call following receipt of documentation which she kindly sent me to enable me to conduct an Internal Audit for the Parish Council.

I examined the Council's arrangements for management and control of its business in the areas of bookkeeping, compliance with proper practices as set out in the Practitioners Guide, risk assessment, budget setting and monitoring, asset register, bank reconciliations, internal control and year end procedures.

I reviewed the Parish Website and found it to be well laid out and easy to navigate and locate information. I found the minutes clear and easy to read, with all financial information clearly documented and transparent.

I note that the Clerk is claiming large amounts in expenses, which is not best practise. Although I understand that it is not always possible to make payments for purchases on receipt of invoice, this should be done wherever possible. I suggest that the Council consider the use of a Council debit card with an agreed spend limit in place, covered by a suitable policy document to regulate its use, to prevent the Clerk having to make such a high level of personal purchases which she then claims back through her expenses.

Payments made under s137 of LGA 1972 was discussed. When made, the payments need to be minuted as made under s137 and recorded separately within the cash book.

This is a very well run and active council, who work hard to source grant funding wherever possible. I am satisfied that effective systems to manage, monitor and control the Council's business are in place and by examination of the website, hard evidence and questioning

I was able to test all the internal Control Objectives that I am required to consider and am satisfied that in all significant respects the objectives have been met.

Please find the completed and signed Internal Audit Report of the Annual Governance and Accountability Return.

I would like to thank Samantha for her help and assistance with the Internal Audit and commend her for her hard work to ensure that all required documentation is in place and kept up to date.

Yours sincerely,



Ms Catherine Camp
Internal Auditor to the Council
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The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2022	Year ending 31 March 2023
1. Balances brought forward	60,033	55,540
2. Annual precept	29,503	29,503
3. Total other receipts	9,269	35,440
4. Staff costs	7,325	7,748
5. Loan interest/capital repayments	4,334	4,334
6. Total other payments	31,606	55,154
7. Balances carried forward	55,540	53,247
8. Total cash and investments	55,540	53,247
9. Total fixed assets and long-term assets	108,575	117,872
10. Total borrowings	5,343	1,047

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2022)*. 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-2022-8.pdf>