

Annual Internal Audit Report

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

Name of council:	Oundle Town Council		
Name of Internal Auditor:	Mrs TL Charteress	Date of report:	15 th May 2024
Year ending:	31 March 2024	Date audit carried out:	15 th May 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 Mayor of the Council:

Thank you very much to the Parish Clerk & Finance Officer for supplying me with the information I requested to carry out this Annual Internal Audit. I have spoken with the Clerk in person and conducted the audit remotely.

Results

The work completed is identified in the table below and action required is highlighted:

Area of Work	Observations/Points
Adoption of Policies	Key policies were adopted at the Parish Council meeting in May 2023
Accounting Records	The Accounts were properly maintained during the financial year and the correct carry forward figure was rolled over
Asset Register	The Asset Register is an accurate reflection of council owned assets
Bank reconciliations	Bank reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at the 31 st March 2024
Budget	The Parish Council has followed due process for the approval of the budget. The budget was prepared at the Finance & General Purpose and Personnel Committee Meetings in November & December and agreed at full council in December
Co-option	The Council's Co-option procedure follows due process

Earmarked Reserves	Reserves are earmarked as general reserves and have been documented
Insurance	Insurance cover was agreed by Council in January 2024 with James Hallam & Aviva and appears to be appropriate & adequate
Internal Control	There is evidence in the Minutes of regular Internal Control, and I have had sight of the quarterly reports.
Minutes of Meetings	Minutes were reviewed and are very clear & well presented
PAYE	Payments to HMRC are being paid monthly and are following correct procedures
Payments	Payments followed due process and have been accounted for correctly
Precept	The Precept Demand was agreed by Council in December and amounted to £565,043.00. Whilst the Precept was agreed there was no separate agenda item & resolution; it formed part of the Budget resolution
Risk Assessments	The Parish Council's Risk Assessments were re-adopted at the February 2024 meeting
VAT return	The VAT Return balances to the Trial Balance report for the year end. No errors were observed
Year-end procedures	Year-end procedures were carried out in the correct manner.

Summary

In my opinion the Council's books and records are in very good order and follow due process in all elements.

I wish the Parish Council a very successful 2024/2025 and look forward to returning later in 2024 to carry out the Interim Internal Audit.

Yours sincerely,

Mrs Tina L Charteress CiLCA
 Internal Auditor to the Council
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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	445,731	439,873
2. Annual precept	521,738	550,775

3. Total other receipts	126,356	143,823
4. Staff costs	244,524	264,951
5. Loan interest/capital repayments	22,793	22,793
6. Total other payments	386,635	326,679
7. Balances carried forward	439,873	520,048
8. Total cash and investments	452,828	457,588
9. Total fixed assets and long-term assets	2,674,803	2,693,593
10.Total borrowings	410,463	405,637

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. 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-2020-2.pdf>