

Internal Audit Report

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

Name of council:	Litchborough Parish Council		
Name of Internal Auditor:	Kirsty Buttle	Date of report:	24 th April 2025
Year ending:	31 March 2025	Date audit carried out:	Between 8 th and 24 th April 2025

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 Chair of the Council:

I completed the year-end audit review of Litchborough Parish Council remotely between 8th and 24th April 2025. I would take this opportunity to thank Viv for her responses to my enquiries.

I reviewed the information available on <http://www.litchborough.org.uk/parish-council/>

I was able to access the majority of documents on the website and was provided additional documents by the Clerk by e-mail. By examination of these documents and records plus further questioning, 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 which do not affect the responses made in the AGAR Annual Internal Audit Report but should be considered for the new financial year:

- It should be clear in the minutes whether apologies are noted or accepted as this has implications in relation to the '6 month rule' – see LGA 1972, C70, S85 if further information is required.
- The value of the Assets shown in the Accounting Statements box 9 that was sent to me differs by £11 from the value of the Asset Register provided. I have made the clerk aware of this and suggested that she make the necessary corrections to either the Asset Register or the Accounting Statements before bringing the AGAR to the full council for approval.
- The approval of the AGAR documents for 2023-24 was completed in the incorrect order. The Internal Auditor's Report should be received before any of the AGAR is

approved as per the guidance notes on page 2 of the AGAR. This is because there are statements on the Annual Governance Statements that can only be ticked 'yes' if the Parish Council has received and considered the contents of the Internal Auditor's Report.

- Documents relating to items on agendas (except for confidential items) particularly those relating to significant financial decisions such as the setting of the budget and precept should be published on the website with the agendas.

I have ticked 'not covered' to statements F, and O of the Internal Audit Report for the following reasons:

- The Parish Council does not hold petty cash.
- The Parish Council is not a trustee.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Buttle'.

Mrs Kirsty Buttle
Internal Auditor to the Council
07985 203029
kirstybuttle@hotmail.co.uk

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

	Year ending 31 March 2024	Year ending 31 March 2025
1. Balances brought forward	21618	20371
2. Annual precept	10000	12000
3. Total other receipts	1068	309
4. Staff costs	3044	3177
5. Loan interest/capital repayments	0	0
6. Total other payments	9271	12048
7. Balances carried forward	20371	17455
8. Total cash and investments	20371	17455
9. Total fixed assets and long-term assets	23921	23932
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 (2024)*. 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://northantscalc.gov.uk/practitioners-guide>.