



Northants CALC

End of year Internal Audit report

(to be read in conjunction with Section 4 of the Annual Return)

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|---------------------------|---------------|-------------------------|----------|
| Name of council: | Litchborough | | |
| Name of Internal Auditor: | Dianne Isaacs | Date of report: | 1704/18 |
| Year ending: | 31/03/18 | Date audit carried out: | 16/04/18 |

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.

Clerk and R.F.O

Lynn Lavender is the Clerk and R.F.O. to the Parish Council .

Chairman to the Council:- Cllr Tim Sykes was elected Chairman of Litchborough Parish Council at the Annual meeting on 9th May 2017

Cllr David Aked-Walker was elected Vice Chairman.

Councillors 7

Electorate 295

To the Chairman of the Council:

Matters arising from the External audit end of year 2016/17

There were no matters that came to the attention of B.D.O. external audit that required issuing a separate report.

Matters arising from the End of year Internal Audit report 24/05/2017

There were no matters arising from the end of year report

Internal control checks

Cllr I Lowery carries out regular internal control for the Council.

There were no issues arising from the control checks throughout the year.

Minutes of Meetings

I read through the minutes of Council meetings to 31.03.2018 and there were no unusual activities that came to my attention.

Due Process

Financial regulations , Standing Orders

The Council reviewed and agreed their Financial regulations and Standing Orders at the May meeting of the Council.

The Council will be review their regulations when the updated versions are issued by Ncalc

Annual risk assessment

The Council has reviewed their arrangements to manage identified risks and has a risk assessment document in place to achieve their objectives. The risk assessment was approved by the Council at their May meeting

Code of Conduct

The Council has adopted an up to date Code of Conduct.

Parish Council Assets

The Council has purchased additional assets throughout the year.

Total assets at 31/03/2018 **£ 23,916**

Precept

The Council has agreed a Precept of **£6,300** to support its 2017/18 budget and recorded correctly in the Receipts and Payments account.

Payroll

The Clerk is the sole employee to the Council.

The Clerk's salary is paid with Council approval and recorded in the Receipts and Payments ledger .

V.A.T

V.A.T on expenditure is recorded in the Receipts and Payments account and will be claimed from H.M.R.C at the end of the financial year.

Total VAT to 31/03/18 is **£ 352.43**

Petty cash

There is no separate Petty cash account.

Insurance Cover

The Council secured competitive insurance from Came and Co at a cost of **£ 282.80** in May 2017.

Fidelity Insurance is set at **£150,000**

Account Ledger

The accounts are prepared on the correct accounting procedure – Receipts and Payment basis.

An audit trial was carried out on Receipts and Payments entries in the Accounts ledger .

There were no unexplained balancing entries from the accounts to the Council 's bank statements.

Total balances on the accounts at 31.03.2018 - £ 16,561

External audit – PKF Littlejohn

The Council has income and expenditure less than £25,000 and the Clerk will complete the Certificate of Exemption and return to PKF by 11th June 2018.

The Council has achieved its control objectives for the year and I have signed Section 4 of the Annual Governance and Accountability return accordingly.

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.

Dianne Isaacs – Internal auditor Ncalc

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The figures submitted in the Annual Governance and Accountability return 2017/18

| | Year ending 31 March 2017 | Year ending 31 March 2018 |
|--|--------------------------------------|--------------------------------------|
| 1. Balances brought forward | 19917 | 16894 |
| 2. Annual precept | 6300 | 6300 |
| 3. Total other receipts | 795 | 3831 |
| 4. Staff costs | 1674 | 1614 |
| 5. Loan interest/capital repayments | - | |
| 6. Total other payments | 8444 | 8850 |
| 7. Balances carried forward | 16894 | 16561 |
| 8. Total cash and investments | 16894 | 16561 |
| 9. Total fixed assets and long term assets | 21174 | 23916 |
| 10. Total borrowings | - | |

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Local Councils – A Practitioners’ Guide (England) (2018)*. It is a guide to the accounting practices to be followed by local councils, and sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download.