

## Internal Audit Report

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

Name of council:	Holcot Parish Council		
Name of Internal Auditor:	Fiona Young	Date of report:	4 <sup>th</sup> May 2023
Year ending:	31 March 2023	Date audit carried out:	May, Remotely

*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.*

***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 have conducted a thorough review of the documents on the parish council website plus those supplied by the Clerk, Mrs Ruby Cole, I would like to thank Ruby for her prompt and efficient help with the audit.

I have reviewed all the payments, receipts, minutes, bank statements and bank reconciliation statements, the asset register and other documents available on the website.

During my transaction spot checks I noticed that cheque numbers 125 to 131 have unfortunately been missed off the minutes. This was a simple mistake due to the cancellation of the July meeting. I have asked the Clerk to please retrospectively minute the approval of these payments at the next available meeting.

I can see that the council accounts are very well managed by the Clerk and I have no concerns. I was very pleased to see that the Clerks salary has been reviewed following my comments in the last two internal audits. I am satisfied that all internal control objectives have been met and I do not have any concerns.

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.

Yours sincerely,



Miss Fiona Young, Ncalc Internal Audit Service, Tel: 07393205249 Email: Fyoungauditservice@gmail.com  
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	18849	18898
2. Annual precept	17500	17500
3. Total other receipts	7278	2847
4. Staff costs	2694	3863
5. Loan interest/capital repayments	0	0
6. Total other payments	22035	17158
7. Balances carried forward	18898	18225
8. Total cash and investments	18898	18225
9. Total fixed assets and long-term assets	1206171	119721
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 (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>