

Internal Audit Report

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

Name of council:	Spratton Parish Council		
Name of Internal Auditor:	L Lavender	Date of report:	04-05-18
Year ending:	31 March 2018	Date audit carried out:	30-04-18

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.

To the Chairman of the Council:

I carried out the year-end audit review of Spratton Council on 30th April 2018. I would take this opportunity to thank Emma Gibson, the Parish Clerk for her help and assistance.

Prior to the visit I reviewed the information available on www.spratton.org.uk I was able to access a well ordered and detailed set of documents and records. By examination of these documents & records plus further questioning during the visit, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Return Part 3 and notwithstanding the items noted below, I am satisfied that effective policies and procedures together with systems to manage, monitor and control the Council's business are in place. Accordingly, I was able to answer 'yes' to all relevant questions and have signed the Return as required.

Noted this visit

- The Clerk does not have the model contract of employment.
- The budget should be approved and amounts minuted prior to setting the precept.
- Standing Orders and Financial regs to be updated to latest model.
- Finance and Governance risk assessments to be review and amalgamated.
- A reserves policy should be produced.
- The valuation of assets in box 9 which are donated or gifted as community assets should be recorded at a value of £1 all other assets to be amount paid.

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.

Yours sincerely,



Ms Lynn Lavender
Internal Auditor to the Council
Lynnlavender_5@hotmail.com

The figures stated in the Annual Governance and Accountability Return Part 3 are:

	Year ending 31 March 2017	Year ending 31 March 2018
1. Balances brought forward	54577	61580
2. Annual precept	39000	39000
3. Total other receipts	6376	9176
4. Staff costs	8747	9619
5. Loan interest/capital repayments	-	-
6. Total other payments	29626	37344
7. Balances carried forward	61580	62793
8. Total cash and investments	61580	62793
9. Total fixed assets and long term assets	65960	65960
10. Total borrowings	-	-

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2017)*. 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 from:

<http://www.northantscalc.com/uploads/practitioners-guide-2017.pdf>