Northants CALC IAS

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:	Bugbrooke Parish Council		
Name of Internal Auditor:	Mrs TL Charteress	Date of report:	1st May 2024
Year ending:	31 March 2024	Date audit carried out:	23rd April 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 Chairman of the Council:

Thank you very much to the Parish Clerk 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 Annual 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 31st March 2024
Budget	The Parish Council has followed due process for the agreement of the Budget at which was set at £138,729.00 in December 2023. The deficit balance will be taken from reserves
Co-option	The Council's Co-option procedure follows due process

Earmarked Reserves	Earmarked reserves were agreed in the Minutes but information relating to the amounts agreed, were not mentioned
Insurance	The Annual Insurance policy was reviewed and a payment of £1387.27 was made on the 11th September 2023. The policy expires in September 2024
Internal Control	Internal Control was carried out three times during the year and was and reported to Council through the Minutes. The Internal Control policy states the process will be carried out quarterly. Internal Control Cllrs were appointed at the May meeting
Minutes of Meetings	Minutes were reviewed and no errors were observed
PAYE	Payments to HMRC are being paid monthly and are following correct procedures. A payroll provider is contracted to deliver this service
Payments	Payments followed due process and have been accounted for correctly. **NOTE: a number of items throughout the year have been claimed back on expenses which, had they have been purchased differently, the council could have claimed the VAT back. Examples of this include the purchase of plants, coronation items, photo frames & stationary**
Pension	The Council is registered with the Pensions Regulator and joined the LGPS pension scheme in November 2023
Precept	Due process was followed to agree the Precept Demand of £129,189.00 at the December 2023 meeting and was correctly minuted
Risk Assessments	The Parish Council's Risk Assessments were reviewed and adopted at the May 2023 meeting
VAT return	The balance as at 31st March 2024. 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 in 2025 to carry out the Annual Internal Audit.

Yours sincerely,

Tina Charteress

Mrs Tina L Charteress CiLCA
Internal Auditor to the Council
07818 084231
tcharteress@gmail.com

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	135,874	165,796
2. Annual precept	117,491	120,270
3. Total other receipts	41,488	28,192
4. Staff costs	22,887	24,520
5. Loan interest/capital repayments	0	00
6. Total other payments	106,170	132,295
7. Balances carried forward	165,796	157,443
8. Total cash and investments	165,796	157,443
9. Total fixed assets and long-term assets	409,474	432,551
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 (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