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:	11th May 2023
Year ending:	31 March 2023	Date audit carried out:	9th May 2023

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 Parish Council meeting in May 2022
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 2023
Budget	The Parish Council has followed due process for the agreement of the Budget at the November 2022 meeting
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 agreed in August 2022 and the payment to Zurich was made
Internal Control	Internal Control has been regularly carried out and reported to Council through the Minutes. 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
Payments	Payments followed due process and have been accounted for correctly
Precept	Due process was followed to agree the Precept Demand of £120,270 at the December 2022 meeting and was correctly minuted
Procurement	The Council procured a new Mowing Contract and followed due process
Risk Assessments	The Parish Council's Risk Assessments were discussed & agreed at the May 2022 meeting
VAT return	The balance as at 31st March 2023. 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 2023/2024 and look forward to returning in 2024 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 2022	**Year ending 31 March 2023**
1. Balances brought forward	113,165	135,874
2. Annual precept	114,639	117,491
3. Total other receipts	7,730	41,488
4. Staff costs	15,882	22,887
5. Loan interest/capital repayments	0	0
6. Total other payments	83,778	106,170
7. Balances carried forward	135,874	165,796
8. Total cash and investments	135,874	165,796
9. Total fixed assets and long-term assets	408,794	409,474
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