

Internal Audit Report

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

Name of council:	Barby & Onley Parish Council		
Name of Internal Auditor:	J Goodger	Date of report:	23 May 2018
Year ending:	31 March 2018	Date audit carried out:	23 May 2018

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:

At the end of my visit I was able confirm that all matters examined were in order and I was able to sign Section 4 of the Annual Return. For your information I attach a copy of my audit trail.

There are no matters of non-compliance to report but I noted that the free reserves held are low being only 27% of the precept value. However this has been addressed in the December 2017 minutes.

Following advice from NCALC, Councillors might consider the use of Parish Council e-mail addresses which allows them to separate personal and council matters. This is advisable for personal security reasons.

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.

I would like to thank your Clerk for making all the information available and her hospitality during the visit.

Yours sincerely,

Jim Goodger BSc CEng FIET CDipAF
Internal Auditor to the Council
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The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2017	Year ending 31 March 2018
1. Balances brought forward	151391	150920
2. Annual precept	43525	45565
3. Total other receipts	11202	53750
4. Staff costs	14383	14581
5. Loan interest/capital repayments	0	1335
6. Total other payments	40815	85634
7. Balances carried forward	150920	148685
8. Total cash and investments	150920	148685
9. Total fixed assets and long term assets	475498	523120
10. Total borrowings	0	38858

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>