

Internal Audit Report

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

Name of council:	Brafield on the Green Parish Council		
Name of Internal Auditor:	Mrs TL Charteress	Date of report:	5 th June 2021
Year ending:	31 March 2021	Date audit carried out:	16 th April 2021

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 for sending documentation as requested enabling me to conduct the Internal Audit for the Parish Council remotely, due to the Covid 19 pandemic.

I examined Book Keeping, Due Process, Risk Management, Bank Reconciliations, Internal Control, Year-End Procedures and performed a detailed scan of the minutes via the website. I also sought evidence that previous Audit Reports have been actioned.

I was delighted to note the Parish Council have acted on my comments from last year's Internal Audit Report.

I draw the Parish Council's attention to the following comments:

- I reported last year the incorrect minuting of the budget & precept resolutions; the budget must be formally agreed followed by the Precept demand being resolved. This year's process has remained the same and has not been minuted correctly
- Cheque number 133 was issued as a replacement for cheque number 111 and was for the amount of £1250. The accounts should have been amended to show the original cheque as void and the newly issued cheque as paid on the date it was written
- The Parish Council's Assets total £97,982. This figure was presented to me as a hand written note in a note book. I would expect the Council to have a detailed Asset Register which is held on the Council computer and backed up. It is also a requirement when renewing the Parish Council Insurance cover, to have a detailed list
- The Accounts show a donation of £500 but do not show where the donation came from
- I note in the March minutes a Councillor was tasked with ordering a lamp column. This process should be carried out by the Clerk via a purchase order if necessary, ensuring the Council has a paper trail of the purchase

Following my Audit Report last year, I was pleased to note the Parish Council now has a robust system of Internal Control which is working well. In this really challenging year for both Councillors and Clerks I was really pleased to note the Council had discussed the matters I had raised and formulated an action plan.

I wish the Parish Council a successful and safe 2021/2022 and look forward to returning to complete the Annual Internal Audit next year.

Yours sincerely,

Tina Charteress

Mrs TL Charteress CiLCA
Internal Auditor to the Council
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The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2020	Year ending 31 March 2021
1. Balances brought forward	12,016	13,971
2. Annual precept	14,000	14,250
3. Total other receipts	1,939	2,014
4. Staff costs	5,232	5,260
5. Loan interest/capital repayments	0	0
6. Total other payments	8,752	11,201
7. Balances carried forward	13,971	13,774
8. Total cash and investments	13,971	13,774
9. Total fixed assets and long-term assets	97,982	97,982
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>