

End of year Internal Audit Report

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

Name of council:	Litchborough		
Name of Internal Auditor:	Dianne Isaacs	Date of report:	22/04/24
Year ending:	31/03/24	Date audit carried out:	19 -20/04/24

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.

Clerk

Chairman to the Council:-

***Vivien Hartley is the appointed Clerk and RFO to the Council
Cllr Tim Sykes was elected Chairman of Litchborough Parish
Council at the Annual meeting on 16th May 2023
Cllr David Aked-Walker was elected Vice Chairman.***

To the Chairman of the Council:**External audit PKF 2022/23**

The Council's income /expenditure was less than £25,000 for the 2022/23 financial year and the Council declared they were exempt from a limited insurance review. The Clerk completed Part 2 AGAR and published the relevant documents on the Council's website.

Interim internal audit**Evidence of Internal control****Review of effectiveness**

Regulation 6 of the Accounts and Audit regulations 2015 requires the Council to conduct each financial year a review of the effectiveness of their system of Internal control.

Cllr Lowery carries out Internal control checks for the Council. It is good practice to minute the Internal control checks.

Due process**Annual risk assessment**

The Council has reviewed their arrangements to manage identified risks in May 2023 and has a Risk assessment document in place to achieve their objectives.

Financial regulations and Standing Orders

The Council adopted their Financial regulations and Standing Orders at the May Annual meeting of the Council.

Insurance Cover

The Council secured competitive insurance from Came and Co at a cost of **£ 418.39**
Fidelity Insurance is set at **£150,000**

Code of Conduct

The Council has re- adopted an up to date Code of Conduct.

VAT

Vat payment **£1048.30** from HMRC is recorded in the Receipts/payments account.

VAT on expenditure **£291.98** will be claimed in 2024/25 financial year.

Parish Council Assets -

There were no additional assets purchased during the year.

Total fixed assets AGAR Section 2 (9) **£23921**

Minutes of Meetings

I checked the minutes of Council meetings to 31.03.2024 and there were no unusual activities that came to my attention.

Precept

The Council has agreed a Precept of **£10,000** to support its 2023/24 budget and recorded correctly in the Receipts and Payments account.

Staff costs

The Clerk Vivien Hartley is the sole employee to the Council.

The Clerk is employed for 16 hours a month and her salary has been agreed with Council approval and in the Council's minutes

Staff costs **£ 3044** recorded AGAR Section 2 (4)

Community Infrastructure Levy

The Council resolved to award £ 3000 to the Litchborough Gardening Community Allotment Group to assist with the costs of a shed and water butts.

Finance for a shed - **£1,921** was paid to the Group in July 2023.

Accounts Ledger

The accounts are prepared on the correct accounting procedure – Receipts and Payment basis.

An audit trial was carried out on several Receipts and Payments entries in the Accounts ledger, the Minutes of the Council and the Bank statements.

Bank accounts

Unity Trust Bank 19,333.64

Cambridgebs. 1,037.41

Balance 31.03.2024 20,371.05 - Recorded AGAR Section 2 (7) (8) - £20371

Publication requirements-

The Council must approve Section 1 of the AGAR before Section 2 and both must be minuted and published on the Council's website before 1st July 2024.

Dianne Isaacs – Internal auditor Ncalc

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Footnote:-

I will be terminating my audit work this year and would like to acknowledge the help the Clerk Vivien Hartley has given me over the years to complete the audit reports for the Council.

I wish the Council and the Clerk all the very best in the future

The figures submitted in the Annual Governance and Accountability return 2023/24

	Year ending 31 March 2023	Year ending 31 March 2024
1. Balances brought forward	26058	21618
2. Annual precept	10000	10000
3. Total other receipts	703	1068
4. Staff costs	2884	3044
5. Loan interest/capital repayments	-	-
6. Total other payments	1225	9271
7. Balances carried forward	21618	20371
8. Total cash and investments	21618	20371
9. Total fixed assets and long term assets	23921	23921
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 (2022)*. 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-2022.8pdf>

