

Internal Audit Report

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

Name of council:	Lilford-cum-Wigthorpe and Thorpe Achurch Parish Council		
Name of Internal Auditor:	Helen Hoier	Date of report:	27 April 2022
Year ending:	31 March 2022	Date audit carried out:	11 April 2022

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:

I met with Nicki Phillips (Clerk/RFO) on 11 April 2022 via Zoom to carry out the year-end audit of the Council. Upon examination of bookkeeping, due process, risk management, budget, payroll, asset control, bank reconciliations and year-end procedures; it is clear that every effort is made to ensure that the Council acts lawfully, transparently and in accordance with proper practices.

The Council has a turnover of under £25,000 and is therefore obliged to comply with the Transparency Code by publishing its financial and governance documents on its website. The Council is not currently eligible to use the General Power of Competence and as such understands that it must ensure it spends within its legal powers (particularly Section 137 under which there was an item of expenditure in 2021/22).

Issues raised in 2020/21:

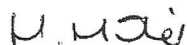
- There were no issues raised from the 2020/21 audit.

Issues raised in 2021/22:

- It is evident from governing documents and when speaking with the Clerk/RFO that the Council is fully aware of its responsibilities regarding public finances, especially accountability and transparency. However, these internal controls could be even more effective by ensuring the following:
 - Obtaining a corporate credit card with defined limits to be cleared monthly by direct debit from the Council's main bank account.
 - Monitoring continually the Council's website to ensure content and links are current in compliance with the latest legislation and/or recommended good practice.

Other than the above matter, the Council appears to be performing well, with its business affairs managed properly by a very competent Clerk/RFO and committed Council members.

Yours sincerely



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The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2021	Year ending 31 March 2022
1. Balances brought forward	5,906	6,473
2. Annual precept	4,680	4,950
3. Total other receipts	200	778
4. Staff costs	2,881	2,613
5. Loan interest/capital repayments	0	0
6. Total other payments	1,432	3,503
7. Balances carried forward	6,473	6,085
8. Total cash and investments	6,473	6,085
9. Total fixed assets and long-term assets	6,075	6,505
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>