

Internal Audit Report

(to be read in conjunction with Section 4 of the Annual Return)

Name of council:	Barnwell Parish Council		
Name of Internal Auditor:	Julia Tufnail	Date of report:	15.4.18
Year ending:	31 March 2018	Date audit carried out:	13.4.18

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:

I met with your Clerk, Mrs Nicki Philips, on Friday afternoon to carry out the Internal Audit and would like to thank Nicki for her time and assistance. I carried out the Internal Audit using the NCALC checklist, where appropriate and can confirm that all was basically in order save the following additional points.

1. The website needed to be updated on a regular basis.
2. S137 expenditure needs to be minuted separately. Arnold Baker (22.18 in the 9th edition) gives a suggested resolution wording.
3. It was noted that the minutes sometimes do not actually specify what has been resolved to do by the Council.
4. The Council are going to resolve to amend the precept minute to read "2018-19"
5. Whilst the Financial Risk Assessment has been carried out, a general Risk Assessment for the Council also needs to be done each year. NCALC regularly run a Risk Assessment training course, should you need additional guidance.
6. Whilst I could see that the Insurance review had taken place, it was not actually minuted.
7. As discussed you are going to write-back the 80p not paid to you due to bank error.
8. It would be good practice to evidence that the signatories have seen the invoices by counter-signing them as part of the cheques authorisation process.

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.

Yours sincerely

Mrs Julia Tufnail
NCALC Internal Auditor to the Council
07964 992053
juliatufnail@gmail.com

The figures submitted in the Annual Return are:

	Year ending 31 March 2017	Year ending 31 March 2018
1. Balances brought forward	8062	10758
2. Annual precept	7500	8000
3. Total other receipts	3558	20763
4. Staff costs	2505	2217
5. Loan interest/capital repayments	0	0
6. Total other payments	5857	12176
7. Balances carried forward	10758	25128
8. Total cash and investments	10758	25128
9. Total fixed assets and long term assets	4857	4857
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 (2018)*. 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-2018.pdf>