

- petty cash procedure;
- payroll controls;
- asset control;
- bank reconciliations;
- year-end procedures; and
- risk management arrangements.

This is not an exhaustive list.

There are eleven control objectives laid down in the Annual Governance and Accountability Return (AGAR). The internal auditor is required to give an opinion as to whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

The Parish Council should note that it is NOT part of my responsibility to review or 'sign off' the completed AGAR. This report should, however, help to inform the Parish Council's responses to assertions 2 and 6 in the Annual Governance statement. This report should, therefore, be made available to support and inform members considering the authority's approval of the AGAR.

#### **General Comments.**

I have now completed my audit. I have inspected the documents provided to me by the Parish Clerk and those which are available on the Parish Council's website.

The Parish Council has a robust accounting and risk management system in place. I am satisfied that in all significant respects the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Parish Council.

I would, however, wish to draw the Parish Council's attention to the following three matters:

- I recommend that the Parish Council approves a set of Financial Regulations based on the NALC model and posts them to the Parish Council website;
- I recommend that the Parish Council considers a risk-based approach to its financial and management responsibilities and approves a risk assessment schedule when drafted by the Parish Clerk (an example has been provided as a basis for doing so).

I would like to thank your Parish Clerk and Responsible Financial Officer, Sue Millward, for her help and assistance provided to me during the course of the internal audit.

Yours sincerely,

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