

Annual Internal Audit Report

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

Name of council:	Evenley Parish Council		
Name of Internal Auditor:	John Marshall	Date of report:	03.05.2018
Year ending:	31 March 2018	Date audit carried out:	02.05.2018

*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. 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 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 carried out the year-end audit on 02 May; I would take this opportunity to thank the Clerk / RFO, Cathy Knott for her time and assistance. Last year, I identified 2 audit issues, relating to internal controls procedures and payroll, both of which have been fully and properly addressed and resolved by the Council. This year, I am pleased to say that no audit issues were identified. That said, I discussed with Cathy some procedural issues, viz,

- the public session. I noted that the Council has moved the public session to the end of the meeting. The nature of the issues and items raised by members of the public will not be known in advance and the Agenda item 'Declaration of Interest' will already have been taken. Members therefore need to remain alert to the possible need to declare an interest in respect of any matter(s) raised in the public session.
- the General Power of Competence (GPoC) The Council now has a CiLCA qualified Clerk which is one of the two pre-requisites for adoption of GPoC, the other being to have a minimum of 2/3rds of members elected (even if unopposed). Whilst this requirement will not be available until the council elections next year, early recognition of the considerable advantages that GPoC offers is desirable, hence me drawing attention to it now.

The Council benefits from a combination of a well organised and competent Clerk working with active Councillors and it is to the Council's credit that no audit issues were noted this year. I also note and congratulate the Council's success in the most recent 'Northamptonshire Best Village' competition, further evidence of positive community engagement.

Through examination of information provided on the Council's website and the inspection of hard evidence and questioning, I tested all of the objectives of Internal Controls set out in the Internal Audit Report, part of the Annual Governance and Accountability Return (AGAR). I am satisfied that in all significant respects, the internal control objectives have been achieved and accordingly, I have completed and signed off the Annual Return (AGAR) as required.

John Marshall
Internal Auditor to the Council
07505 139832
wjm.marshall1@gmail.com

The figures submitted in the Annual Return are:

	Year ending 31 March 2017	Year ending 31 March 2018
1. Balances brought forward	24,105	23,705
2. Annual precept	13,813	19,836
3. Total other receipts	3,900	8,737
4. Staff costs	5,716	6,205
5. Loan interest/capital repayments	0	0
6. Total other payments	12,397	19,023
7. Balances carried forward	23,705	27,050
8. Total cash and investments	23,705	27,050
9. Total fixed assets and long term assets	85,910	85,910
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations 2015 are set out in *Governance and Accountability for Smaller Authorities in England (March 2018, A Practitioners' Guide)*. 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:

https://www.pkflittlejohn.com/sites/default/files/media/documents/governance_and_accountability_for_smaller_authorities_in_england_2018_sections_1-5_0.pdf