



## **DATA PROTECTION**

### **GDPR– Data Protection**

The Council is registered with ICO and has paid the annual fee of £35

The Council has agreed to sign up to the Service level agreement for Nalc's Data Protection Service.

The Council to adopt the relevant policies and documents and create a Data Map - essentially an asset register of data.

## **STANDING ORDERS, FINANCIAL REGULATIONS and CODE OF CONDUCT**

The Council has adopted amended Standing orders , Financial regulations and their Code of Conduct at the Council's Annual meeting in May 2017.

## **V.A.T.**

V.A.T to date is recorded correctly in the Receipts and Payments ledger.

## **ASSET REGISTER**

Additional assets ( A new playing field noticeboard ) was purchased during the year and the Clerk has updated the Asset register.

Total fixed assets at 31.03.2018     **£48,542**

## **BUDGETS/ PRECEPT**

The Council set a Precept of **£20,000** from a detailed budgetary process and this is recorded correctly in the minutes of the Council and the authorisation to South Northants Council.

In line with audit regulations the Council approves budgetary controls at each meeting and the Clerk presents a detailed Financial monthly statement.

## **INSURANCE**

The Council has reviewed its Insurance with Came and Co. for this financial year.

The premium **£464.24** is correctly recorded in the accounts ledger and the minutes of the Council meetings.

## **SALARIES TO EMPLOYEES**

The Clerks salary has been paid in accordance with Council approval and recorded in the Receipts and Payments accounts and in the minutes of the Council.

**Total staff costs £ 5,160**

## **BANK ACCOUNTS**

There is a Bank reconciliation for each of the Council's Bank accounts and there are no unexplained balancing entries in the Account ledger and the Bank statements at 31.03.2018 The Clerk has prepared the accounts on the correct accounting procedure – Receipts and payments.

An audit trail was carried out, also transaction spot checks throughout the year of Council's Receipts and payments There were no unexplained variances on these transactions.

**Total cash and investments at 31.03.2018     £ 31,030**

**The Council has achieved its control objectives for the year and I have signed the End of year Internal audit report accordingly.**

**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**

Dianne Isaacs – Ncalc Internal auditor

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**The figures submitted in the Annual Governance Return are:**

	<b>Year ending 31 March 2017</b>	<b>Year ending 31 March 2018</b>
Balances brought forward	27847	29922
Annual precept	17000	20000
Total other receipts	4116	19229
Staff costs	5201	5160
Loan interest/capital repayments	-	-
Total other payments	13840	32961
Balances carried forward	29922	31030
Total cash and investment	29922	31030
Total fixed assets and long term assets	47675	48542
Total borrowings	-	-

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Local Councils – A Practitioners’ Guide (England) (2017)*. 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.gov.uk/?p=253>