Northants CALC

End of year Internal Audit Report

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

Name of council	Cosgrove		
Name of Internal Auditor:	Dianne Isaacs	Date of report:	01/06/18
Year ending:	31/03/18	Date audit carried out:	01/06/2018

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.

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.

Clerk and R.F.O. Derek Everett

Council Chairman

The Chairman Cllr Hickie resigned in April 2017 and Cllr Harbottle was appointed Chairman at the Annual meeting in May 2017.

Vice Chairman - Cllr Smith was appointed Vice Chairman in May 2017

Councillors 9

To the Chairman of the Council

B.D.O. EXTERNAL AUDIT REPORT 2016/17

There were no matters that came to the attention of the External auditor that required issuing a separate report .

External audit

PKF Littlejohn LLP are the appointed external auditors for a five year period from October 2017.

Cosgrove Parish Council has gross income/expenditure over £25,000 and is liable for a basis audit.

All documents required for the basis level review can be downloaded from the auditor's website.

Evidence of Internal control

Internal control checks are carried out on a regular basis.

Interim Internal audit report - 18/01/2018

There were no matters arising from the interim Internal audit report.

Minutes of Council meetings.

I have checked the minutes of Council meetings to date and there was no unusual activities in the minutes.

The minutes are agreed by the Council, signed by the Chairman and consecutively numbered.

Risk Management

The Council has reviewed their arrangements to manage identified risks and has a risk assessment document in place to achieve their objectives. The Risk assessment policy was agreed at the Annual meeting of the Council in May 2017 without any amendments.

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.AT.

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 di.isaacs01@gmail.com

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The figures submitted in the Annual Governance Return are:

	Year ending 31 March 2017	Year ending 31 March 2018
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