

Northants CALC
End of year Internal Audit Report
 (to be read in conjunction with Annual Internal Audit report in the
 Annual Governance and Accountability return

Name of council	Cosgrove		
Name of Internal Auditor:	Dianne Isaacs	Date of report:	31/05/19
Year ending:	31/03/19	Date audit carried out:	30/05/19

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

Cllr Harbottle was appointed Chairman at the Annual meeting in May 2018.
Vice Chairman

Cllr Smith was appointed Vice Chairman .

Councillors *There is one casual vacancy on the Council*

To the Chairman of the Council

External audit

The Council has Income and Expenditure not exceeding £25,000 and is exempt from a basic assurance review.

The Council must ensure that ;-

The completed Certificate of exemption is sent to the external auditor and the relevant accounting statements are published on the Council's web site before 1st July 2019.

Internal audit report – 20/11/2018

The Clerk has updated the Council's Standing orders and Financial regulations in line with current Accounts and Audit regulations.

Evidence of Internal control

Internal control checks are carried out on a regular basis.

DUE PROCESS

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 2018 without any amendments.

ASSET REGISTER

Additional assets – A memorial bench and flag pole were purchased during the year and the Clerk has updated the Asset register. **Total assets at 31.03.19 £ 49,569**

DATA PROTECTION

GDPR– Data Protection

The Council is registered with ICO and has paid the annual fee of £40.00

The Council has signed up to the Service level agreement for Nalc's Data Protection Service and adopted the relevant policies and documents.

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.

V.AT.

V.A.T **£1,921.90** is recorded correctly in the Receipts and Payments ledger.

BURIAL RECORDS

Burial fees £ 535.00 were recorded correctly in the R/Payments for the financial year.

BUDGETS/ PRECEPT

The Council set a Precept of £21,250 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 **£482.81** 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 £5,256

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 31.03.2019
The Clerk has prepared the accounts on the correct accounting procedure – Receipts and payments.

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

Total cash and investments at 31.03.2019 £ 34,404

The Council has achieved its control objectives throughout the year and I have signed The Annual 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

The figures submitted in the Annual Governance Return are:

	Year ending 31 March 2018	Year ending 31 March 2019
Balances brought forward	29922	31030
Annual precept	20000	21250
Total other receipts	19229	3540
Staff costs	5160	5256
Loan interest/capital repayments	-	--
Total other payments	32961	16160
Balances carried forward	31030	34404
Total cash and investment	31030	34404
Total fixed assets and long term assets	48542	49569
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) (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.gov.uk/?p=253>