Northants CALC IAS

Internal Audit Report

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

Name of council:	Sibbertoft Parish Council		
Name of Internal Auditor:	Kate Houlihan	Date of report:	02 05 2023
Year ending:	31 March 2023	Date audit carried out:	02 05 2023

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 council through its staff and management and not left for internal audit. 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. This report is based on the evidence made available to me and 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:

Following my interim report to council in March 2023, I completed the final audit for the year remotely. I examined documents on the council's website and was able to confirm that the council had met all the requirements for publishing the previous year's (2021-2022) AGAR.

I reviewed the council's accounts, year-end bank reconciliation, VAT return, and asset register. I then spoke with the Clerk who was able to answer any queries I had.

I am pleased to note that the council's VAT reclaim has been prepared. The asset register is up to date and differences to the prior value explained. The accounts have been prepared on the correct receipts and payments basis. The council doesn't use petty cash.

As always my thanks to the Clerk for her time. I am happy to return the completed Annual Internal Audit Report to you.

Yours sincerely,

K Houlihan

Miss Kate Houlihan
Internal Auditor to the Council

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

https://www.northantscalc.com/uploads/practitioners-guide-2020-2.pdf

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2022	Year ending 31 March 2023
1. Balances brought forward	12,016	14,100
2. Annual precept	13,000	13,100
3. Total other receipts	697	293
4. Staff costs	3,883	4,752
5. Loan interest/capital repayments	0	0
6. Total other payments	7,730	11,945
7. Balances carried forward	14,100	10,696
8. Total cash and investments	14,100	10,696
9. Total fixed assets and long-term assets	69,594	69,374
10. Total borrowings	0	0

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