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:	29 May 2026
Year ending:	31 March 2026	Date audit carried out:	29 May 2026

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 Chair of the Council:

I completed the year-end audit for Sibbertoft Parish Council on 29 May 2026. I would take this opportunity to thank Clare Valentine, the Clerk, for her help and assistance.

To complete the audit, I:

- Reviewed documents supplied by the Clerk, both prior to and following the audit meeting.
- Reviewed information available on Sibbertoft Parish Council – Serving the people of Sibbertoft
- Exchanged emails with the Clerk to obtain further information and had a telephone call on 29 May 2026.

By reviewing all the information available, I accessed a well-ordered and detailed set of documents and records.

During the audit, I reviewed the Council's cashbook and examined a sample of transactions during the year and found the audit trail to be clear. I reviewed the year-end bank reconciliation and confirmed that it matched the underlying records. VAT owing to the council from the 2024-2025 year was reclaimed in August 2025.

The asset register was reviewed, and additions were recorded. However the asset register should include more detail, the Practioners' Guide 2025 para 5.58 gives further guidace on this matter.

> **For each individual asset** *"The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments;*
> *however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched."*

The budget and precept were set correctly. Progress against budget is monitored, and bank reconciliations are regularly presented.

Core policies, including Standing Orders, Financial Regulations, and the Council's risk assessments, were reviewed and updated during the year. The Council should note that NALC has issued revised model Financial Regulations and Standing Orders, which include important procurement updates. These documents should now be updated to reflect the revised models.

While all documents relating to the 2024–2025 audit were published on the Council's website, the notice of public rights gave incorrect dates. I have therefore answered **NO** to assertion M.

Overall, I am satisfied that effective policies and procedures, together with systems to manage, monitor, and control the council's business, are in place. Accordingly, I was able to answer 'yes' to all other relevant questions and identify areas that are not applicable to the council.

Accordingly, I was able to answer 'yes' to all other applicable assertions in the Annual Internal Audit Report and to identify those areas that were not applicable.

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 to detect error or fraud.

Yours sincerely,

Kate Houlihan

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

	Year ending 31 March 2025	Year ending 31 March 2026
1. Balances brought forward	9,616	6,178
2. Annual precept	18,000	22,500
3. Total other receipts	2,178	8,163
4. Staff costs	6,254	6,582
5. Loan interest/capital repayments	0	0
6. Total other payments	17,361	23,582
7. Balances carried forward	6,178	6,677
8. Total cash and investments	6,178	6,677
9. Total fixed assets and long-term assets	69,374	74,206
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England – The Practitioner's Guide)*. 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://northantscalc.gov.uk/practitioners-guide.