

Internal Audit Report

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

Name of council:	Newnham Parish Council		
Name of Internal Auditor:	Fiona Young	Date of report:	12/05/2021
Year ending:	31 March 2021	Date audit carried out:	Late April/Early May remotely

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.

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:

I have conducted a thorough and detailed examination of the parish council website Newnham-parish.org.uk and also the documents sent to me remotely by Mrs Marion Money, Clerk & RFO. I would like to thank Mrs Money for her assistance.

The website is well maintained and easy to use. I have reviewed all minutes, bank statements, bank reconciliations and other documents and am satisfied internal controls have been satisfied.

In the internal audit report 2020 it was advised that two separate minute references should be used to record the approved budget figure and the precept demand. Although the process is thoroughly minuted only the precept figure is recorded. Going forward the parish council must make sure that both the budget and the precept amounts are listed separately in the minutes.

I understand that the council has adopted an internal controls policy, any checks completed by the Internal Controls Councillor should be minuted as a record. I am satisfied that controls are in place.

Unfortunately there was some confusion with the figures for the year end accounting statement, I would like to thank Cllr Simpson for his assistance.

I have ticked No to box 4 because there was an issue with the publishing of the electors rights last year. Aside from this I am satisfied that all other internal control objectives have been met.

The 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. This report is based on the evidence made available to me and consequently the report is limited to those matters set out above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Fiona Young', written in a cursive style.

Fiona Young
Ncalc Internal Audit Service
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0739320549

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

	Year ending 31 March 2020	Year ending 31 March 2021
1. Balances brought forward	23850	21037
2. Annual precept	31556	34722
3. Total other receipts	6727	4540
4. Staff costs	4422	4310
5. Loan interest/capital repayments	1157	0
6. Total other payments	35817	25226
7. Balances carried forward	21037	30763
8. Total cash and investments	21037	30763
9. Total fixed assets and long-term assets	33917	33917
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 (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>