

Internal Audit Report

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

Name of council:	Burbage Parish Council		
Name of Internal Auditor:	Cathy Walsh	Date of report:	22 June 2020
Year ending:	31 March 2020	Date audit carried out:	19 June 2020

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.

To the Chairman of the Council:

I met with Juliet Perry (RFO) on 19 June 2020 to carry out the internal audit of the Council. I would like to take the opportunity to thank Juliet for her time and assistance and for preparing the files and documents I asked to see in such an organised and efficient manner prior to my visit.

In accordance with the terms of my engagement, I have undertaken a review of Burbage Parish Council's records, policies, and procedures for the financial year ending 31 March 2020, following which I completed and signed the Annual Internal Audit Report of the Annual Governance and Accountability Return 2019/20.

In 2018/19, the Internal Auditor identified a number of matters for consideration in his report. I am pleased to advise I saw evidence that the Council had addressed these issues.

A sample check was carried out to agree the accuracy of payment vouchers to the cash book and bank statements. These were well evidenced and provided a very thorough audit trail.

The accounts are completed in a timely manner and bank statements, along with bank reconciliations are reported to Council on a regular basis.

Conclusion

During this audit good evidence was provided that financial book-keeping is well organised and up to date, policies and procedures are in place and regularly reviewed. It is evident that the RFO is well organised and experienced. All records requested were readily available.

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.

Yours sincerely,

Cathy Walsh
Internal Auditor to the Council
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The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2019	Year ending 31 March 2020
1. Balances brought forward	489,049	495,470
2. Annual precept	401,027	419,503
3. Total other receipts	243,231	949,775
4. Staff costs	192,261	213,521
5. Loan interest/capital repayments	0	23,762
6. Total other payments	445,576	1,053,015
7. Balances carried forward	495,470	574,450
8. Total cash and investments	447,991	574,123
9. Total fixed assets and long term assets	1,397,791	2,135,128
10. Total borrowings	0	432,927

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in 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.leicestershireandrutlandalc.gov.uk/uploads/governance-and-accountability-for-smaller-authorities-in-england-2019-sections-1-5-1.pdf>