

Annual Internal Audit Report

(to be read in conjunction with Section 4 of the Annual Return)

Name of council:	Oundle Town Council		
Name of Internal Auditor:	John Marshall	Date of report:	23.06.2016
Year ending:	31 March 2016	Date audit carried out:	23.06.2016

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. This report is based on the evidence examined and made available to me. It would be incorrect to view internal audit as the detailed inspection of every record and transaction of the Council in order to detect error or fraud. 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:

I carried out the year-end audit of Oundle Town Council on 23 June; thanks are due to Paul Smith, Finance Officer and Hanneke Soans, Interim Clerk to the Council for their assistance.

BDO as External Auditor raised no audit issues last year; the two issues raised by me, relating to the updating of Standing Orders and the registration of land have been properly addressed by the Council.

Through the examination of hard evidence and questioning I tested all of the objectives of Internal Controls that I am required to consider and found them to have been fully met. I am satisfied that the Council has effective policies, procedures and systems in place to manage, and monitor its business and that the governance arrangements remain fit for purpose. However, I do have some concerns regarding the Council's ability to deliver its business effectively and efficiently going forward, due to the long term absence of the Clerk and the consequent reduction in the level of core and key staff resource available to the Council; this matter should be kept under close review.

I have signed off the Annual Return at Section 4 as required.

John Marshall
Internal Auditor to the Council
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The figures submitted in the Annual Return are:

	Year ending 31 March 2015	Year ending 31 March 2016
1. Balances brought forward	975,504	818,199
2. Annual precept	330,400	338,543
3. Total other receipts	394,037	317,970
4. Staff costs	174,892	234,259
5. Loan interest/capital repayments	30,594	42,120
6. Total other payments	676,256	917,122
7. Balances carried forward	818,199	279,211
8. Total cash and investments	761,285	269,607
9. Total fixed assets and long term assets	1,449,810	3,226,336
10. Total borrowings	467,259	457,152