

## Annual Internal Audit Report

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

Name of council:	Oundle Town Council		
Name of Internal Auditor:	Mrs TL Charteress	Date of report:	28.04.21
Year ending:	31 March 2021	Date audit carried out:	28.04.21

*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 Mayor of the Council:**

Thank you very much to the Finance Officer and Town Clerk for supplying me with the information I requested to carry out this Internal Audit remotely. I am also grateful to both for being available on the telephone to answer my questions.

I examined Book Keeping, Due Process, Bank Reconciliations, Internal Control, VAT claims & reconciliation to Trial Balance, and performed a detailed scan of the minutes. I also examined year end procedures.

I am pleased to advise the Town Council that I do not have any issues or comments to raise and that I have found all satisfactory. I would like to congratulate Mrs Baker and her team for the excellent way in which the council has been managed during such a difficult year.

I wish the Town Council a safe and successful 2021/2022 and look forward to returning later this year in person, to carry out the Interim internal Audit.

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 above.

Yours sincerely,

Tina Charteress

Mrs Tina L Charteress CiLCA  
 Internal Auditor to the Council  
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 tcharteress@gmail.com

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	363,201	386,057
2. Annual precept	459,985	494,506
3. Total other receipts	194,570	165,415
4. Staff costs	265,628	242,115
5. Loan interest/capital repayments	22,793	22,793
6. Total other payments	343,278	428,830
7. Balances carried forward	386,057	352,240
8. Total cash and investments	388,000	483,965
9. Total fixed assets and long-term assets	2,574,788	2,657,837
10. Total borrowings	423,746	419,509

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>