

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:	05.06.20
Year ending:	31 March 2020	Date audit carried out:	05.06.20

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 Mayor of the Town Council:

Thank you very much for sending documentation as requested enabling me to conduct the Internal Audit for the Council remotely due to the Covid 19 pandemic. Thank you to the Clerk and the Finance Officer for their additional help in sending the extra information I requested.

I examined Book Keeping, Due Process, Risk Management, Bank Reconciliations, Internal Control, Year End Procedures and performed a detailed scan of the minutes via the website. I also sought evidence that previous Audit Reports have been actioned. Due to carrying out this Audit remotely I have been unable to look at the Cemetery Processes but will add this to my next visit.

I am pleased to advise that I have found all to be very satisfactory. I congratulate the Clerk and her Team for the excellent way in which the Town Council is being managed.

I wish the Town Council a successful and safe 2020/2021 and look forward to returning to carry out the Interim Internal Audit later this year.

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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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	267,519	363,201
2. Annual precept	451,545	459,985
3. Total other receipts	220,385	194,570
4. Staff costs	244,926	265,628
5. Loan interest/capital repayments	26,693	22,793
6. Total other payments	304,629	343,278
7. Balances carried forward	363,201	386,057
8. Total cash and investments	370,387	388,000
9. Total fixed assets and long-term assets	2,554,532	2,574,788
10. Total borrowings	427,803	423,746

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2019)*. 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-2019.pdf>