

Internal Audit Report

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

Name of council:	Tur Langton Parish Council		
Name of Internal Auditor:	Hayley Cawthorne	Date of report:	26/04/2021
Year ending:	31 March 2021	Date audit carried out:	19/04/2021

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 carried out the year-end audit review of Tur Langton Parish Council on 19th April 2021. Like last year, face to face visits are not allowed owing to the COVID-19 pandemic, hence this audit was carried out remotely using Zoom.

Prior to this date, Alison Gibson, the parish clerk, had kindly forwarded me both the end of year accounts and the completed AGAR Part 2 Section 2 form.

I reviewed the information available on www.turlangton-pc.org.uk/home before the remote meeting.

Once again, I was able to access a well ordered and detailed set of documents and records.

By examination of these documents and records plus further queries, with the clerk during our remote meeting, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Governance and Accountability Return (AGAR) Part 2, and notwithstanding the items noted below, I am satisfied that effective policies and procedures together with systems to manage, monitor and control the Council's business are in place. As a result, I was able to answer 'Yes' to all the relevant questions on page four of the AGAR and have signed as required.

Noted this visit:

1. The parish website is very well organised, intuitive, and professionally managed.
2. It is noted that the council began using online banking to make payments last year and a comprehensive online banking policy has been adopted to reflect the relevant procedures. At this point in time, owing to the bank's procedures, only the clerk and one other councillor can electronically authorise payments on the banking website/portal. Ideally, for a more robust control, the procedure would be the clerk requesting a payment be paid, and then two councillors electronically authorising the payment.
3. It is recommended that the Financial Regulations are updated to include the Online banking procedures adopted.

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 to detect error or fraud. Consequently, the report is limited to those matters set out.

I would like to wish your council all the best for the year ahead.

Yours sincerely,

Hayley Cawthorne
 Internal Auditor to the Council
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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	9153	11317
2. Annual precept	5410	9198
3. Total other receipts	63139	4529
4. Staff costs	-2071	-2130
5. Loan interest/capital repayments	-1672	-3344
6. Total other payments	-62642	-13339
7. Balances carried forward	11317	6231
8. Total cash and investments	11317	6231
9. Total fixed assets and long-term assets	2692	2692
10. Total borrowings	53746	51210

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 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>