Northants CALC IAS

Internal Audit Report

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

Name of council:	Holcot Parish Council		
Name of Internal Auditor:	Fiona Young	Date of report:	14/04/2024
Year ending:	31 March 2024	Date audit carried out:	Remotely, 14/04/2025

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.
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 have conducted a thorough review of the documents on the parish council website plus those supplied by the Clerk, Mrs Ruby Cole, I would like to thank Mrs Cole for her prompt and efficient help with the audit.

I have reviewed all the payments, receipts, minutes, bank statements and bank reconciliation statements, the asset register and other documents available on the website.

Mrs Cole passed the CiLCA qualification during this financial year for which the council have adjusted her salary scale point. The council documents are well organised and easy to understand, Mrs Cole is an efficient Clerk and the council is well managed.

I am satisfied that all internal control objectives have been met and I do not have any concerns.

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 above.

Yours sincerely,

Ms Fiona Young
Ncalc IAS
TEL: 07393205249

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2023	Year ending 31 March 2024
1. Balances brought forward	18898	18225
2. Annual precept	17500	19500
3. Total other receipts	2847	9931
4. Staff costs	3863	4169
5. Loan interest/capital repayments	0	0
6. Total other payments	17158	24075
7. Balances carried forward	18225	19412
8. Total cash and investments	18225	19412
9. Total fixed assets and long-term assets	119721	123415
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2023)*. 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/practitioners-guide-2023.