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| **Northants CALC** | **IAS** |

**Internal Audit Report**

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

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| Name of council: | Islip Parish Council |
| Name of Internal Auditor: | J Hodgson | Date of report: | 13/04/2022 |
| Year ending: | 31 March 2022 | Date audit carried out: | 13/04/2022 |

*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 Chairman of the Council:**

This audit has been undertaken ‘remotely’. I have utilised the Council’s website to view necessary information as well as posed questions to the Clerk via email and requested further documents to be emailed to me. Finally a meeting was held on the web platform Zoom.

I did identify that the Minutes to the December 2021 meeting show a resolution that the precept be “£23000, the same as last year”, where in fact the previous precept was set at £23,500. This means that the precept demand made for 2022-23 differs for the sum approved by the Council.

I would recommend that Ms Tilley undertakes the VAT course offered by NCALC to ensure there are no gaps in her knowledge as this is a complicated topic.

Having tested all of the objective of internal control as set out in Internal Audit section of the AGAR, through the examination of the evidence and discussions with Ms Tilley I am satisfied that the Council has met the requirements and I have signed off the AGAR as required.

I would like to thank Ms Tilley for her assistance.

Yours sincerely,

J Hodgson

Ms Jenny Hodgson

Internal Auditor to the Council

01933 461868

Jennyhodgson@msn.com

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

|  |  |  |
| --- | --- | --- |
|  | **Year ending31 March 2021** | **Year ending31 March 2022** |
| 1. Balances brought forward
 | 38073 | 74554 |
| 1. Annual precept
 | 23500 | 23500 |
| 1. Total other receipts
 | 66543 | 43016 |
| 1. Staff costs
 | 5620 | 6217 |
| 1. Loan interest/capital repayments
 | 1148 | 1148 |
| 1. Total other payments
 | 46794 | 81082 |
| 1. Balances carried forward
 | 74554 | 52623 |
| 1. Total cash and investments
 | 74554 | 52623 |
| 1. Total fixed assets and long-term assets
 | 554052 | 579083 |
| 1. Total borrowings
 | 3287 | 2221 |

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>