

Internal Audit Report

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

Name of council:	Lampport & Hanging Houghton		
Name of Internal Auditor:	Fiona Young	Date of report:	19.04.2018
Year ending:	31 March 2018	Date audit carried out:	19.04.2018

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 met with the Clerk & RFO to the council, Mrs Frances Allbury, to carry out the annual internal audit. My thanks to Mrs Allbury for her hospitality.

It is clear that Mrs Allbury is a very conscientious and experienced Clerk. It is most likely that Mrs Allbury spends more than her paid hours per week on council business.

Unfortunately, the council website is still under construction to a certain extent and currently does not meet the requirements of the Transparency Code, I have advised that this should be rectified as soon as possible.

During the course of the audit I found an administration error in the recording of a small number of cheque payments, I have asked that this is corrected at the next council meeting and recorded in the minutes.

Through examination of the minutes, hard evidence and questioning I tested all areas of the management and delivery of the councils business and functions. The process of approving the budget and precept is clearly recorded, however, I have suggested that it would be beneficial to record the two decisions under two separate minute headings.

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,
 Fiona Young
 Internal Auditor to the Council
 01604 820522
 fmkeable@gmail.com

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

	Year ending 31 March 2017	Year ending 31 March 2018
1. Balances brought forward	4627	4530
2. Annual precept	4000	4000
3. Total other receipts	705	6188
4. Staff costs	1820	1820
5. Loan interest/capital repayments	0	0
6. Total other payments	2982	7544
7. Balances carried forward	4530	5339
8. Total cash and investments	4530	5339
9. Total fixed assets and long term assets	33130	33131
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 (2017)*. 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.northantscalc.com/uploads/practitioners-guide-2017.pdf>