

## Internal Audit Report

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

|                           |                      |                         |            |
|---------------------------|----------------------|-------------------------|------------|
| Name of council:          | Kilby Parish Council |                         |            |
| Name of Internal Auditor: | Hayley Cawthorne     | Date of report:         | 04/05/2022 |
| Year ending:              | 31 March 2022        | Date audit carried out: | 03/05/2022 |

*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 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 Kilby Parish Council on the 3<sup>rd</sup> May 2022. This year's audit was carried out remotely using Zoom.

Prior to this date, Tina Cox, the parish clerk, had kindly forwarded me both the end of year accounts and the completed AGAR Form 2 (exempt).

I reviewed the information available on [www.kilbypc.org.uk](http://www.kilbypc.org.uk) before the remote meeting and 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) Page 4 Form 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. All points raised in the 'Internal Auditors Report 20/21 have been addressed.
2. It was discussed and suggested that moving forwards, the signatories for payments, also sign the invoices and cheque stubs to provide an audit trail that they have agreed the amount being paid matches the amount on the invoice.
3. It was discussed and recommended that the Financial Regulations are reviewed and updated where necessary on an annual basis.
4. It was recommended that the Parish Council consider adopting an Equal Opportunities policy.

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:

|  | <b>Year ending<br/>31 March 2021</b> | <b>Year ending<br/>31 March 2022</b> |
|--|--------------------------------------|--------------------------------------|
| 1. Balances brought forward                | 9990                                 | 11,173                               |
| 2. Annual precept                          | 6394                                 | 7678                                 |
| 3. Total other receipts                    | 2367                                 | 1600                                 |
| 4. Staff costs                             | 2121                                 | 3106                                 |
| 5. Loan interest/capital repayments        | £0                                   | 0                                    |
| 6. Total other payments                    | 5457                                 | 4375                                 |
| 7. Balances carried forward                | 11,173                               | 12,970                               |
| 8. Total cash and investments              | 11,173                               | 12,970                               |
| 9. Total fixed assets and long-term assets | 50,286                               | 50,286                               |
| 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 (2022)*. 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.