

Internal Audit Report

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

Name of council:	Clipston Parish Council		
Name of Internal Auditor:	Fiona Young	Date of report:	14/05/2025
Year ending:	31 March 2025	Date audit carried out:	Remotely April / May 2025 telephone call

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, Ms Claire Valentine, I would like to thank Ms Valentine for her 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.

I note that the council appointed an Internal Controls councillor, although the financial statements are approved at every meeting, the internal controls checks are not minuted, it is best practice to minute these checks at least quarterly.

It is best practice to make sure that resolutions to spend money are not made under items listed as 'Matters Arising'. If expenditure is required then the item should have its own agenda item. When expenditure has been agreed for an item under 'matters arising' the Clerk has made sure that the item is listed on the agenda in full, however, in future I have advised that the Clerk puts these items under their own agenda heading.

I have had to tick No to objective D because there is very little evidence in the minutes that the budget has been regularly monitored against expenditure. In the December meeting the precept was agreed but the budget was not. The budget should be discussed and resolved first and then the council should agree how to finance it and then resolve the precept figure. These two actions should have separate minute references.

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
Internal Auditor, Ncalc IAS
TEL: 07393205249

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

	Year ending 31 March 2024	Year ending 31 March 2025
1. Balances brought forward	37201	37759
2. Annual precept	22500	24000
3. Total other receipts	2147	1661
4. Staff costs	6806	5669
5. Loan interest/capital repayments	0	0
6. Total other payments	17283	24350
7. Balances carried forward	37759	33402
8. Total cash and investments	37759	33402
9. Total fixed assets and long-term assets	99991	100,991
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 (2024)*. 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://northantscalc.gov.uk/practitioners-guide>.