

R I WRIGHT

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29th April 2016

Your Ref Audit

J Haste
Clerk to Glinton Parish Council
5 St Benedicts Close
GLINTON
Peterborough PE6 7LJ

Dear John

Annual Report by Internal Auditor 2015/2016

I have now completed the internal audit review of the Annual Return for the year ended 31st March 2016.

Based on the transactions carried out and in accordance with the guidelines issued by the Audit Commission, I can confirm that I have carried out the audit within those requirements.

My audit included examination, of evidence relevant to the amounts and disclosures in the Annual Return, sufficient to give reasonable assurance that the financial statements are free from material misstatement.

In my opinion the statement of accounts fairly represent the financial position of Glinton Parish Council at 31st March 2016 and its receipts and payments for the year then ended in accordance with the requirements of the Accounts and Audit Regulations.

I attach my report for your Council's attention.

Yours sincerely



R Wright

Internal Audit Report to Glinton Parish Council

Financial year 2015/2016

1 INTRODUCTION AND OBJECTIVE OF AUDIT

- 1.1 The Audit Commission wrote to Local Councils in England about the impact of amendments to the Accounts and Audit Regulations 2011 (The Regulations).
- 1.2 Parish Councils must prepare accounts in the form of an annual return to comply with the regulations.
- 1.3 I was appointed as your Independent Internal Auditor for the year 2013/2014 and checking the guidelines of the Audit Commission have agreed the approach for the audit work required to satisfy the Regulations.

2. SCOPE OF AUDIT

2.1 The Council has prepared the Accounts on the receipts and payments format with the inclusion of a Balance Sheet, bank reconciliation statement and Supporting notes.

2.2 The annual return requires the Independent Internal Auditor to provide certification on 10 key control objectives as follows;

- Appropriate books of account have been properly kept throughout the year
- Financial Regulations have been met with proper control procedures in place relative to payments and VAT accounting
- Due consideration has been given to way in which the Boards approach risk management and the arrangements to manage the process
- Budgetary Control procedures are robust; monitored on a regular basis and properly reported to the Boards. The annual budgetary control process is correctly based
- Income is monitored in line with the budget proposals. Banking is made promptly
- Payroll accounting correctly applied and salaries paid in accordance with agreed scales
- Asset and investment registers complete and regularly updated
- Cash and bank reconciled on a regular and correct basis
- Year end accounting on the correct basis, with adequate audit trails to support the figures in the Annual Return

2.3 A systems based audit programme of the authority has been adopted in line with the guidance set out in the draft practioner's guide

I was able to devise a suitable programme to enable to test the key controls to form an opinion on the Councils compliance with the key controls.

3. CONCLUSION


3.1 From the testing undertaken I was able to attain the appropriate assurances to allow me to certify that there had been compliance in each of the key control objectives.

3.2 As the Council do not operate a petty cash system I have endorsed the Annual internal audit report item (f) as not covered.

4. MATTERS ARISING/RECOMMENDATIONS

4.1 Minutes – I note that the minutes make reference to a Payments and Receipts statement and list a total of payments. I have reported previously that it would be appropriate have a list of payments to support the figure.

4.2 Governance – I would suggest that a review of Procedures and Policies is made and shown on the Web site. Accounts should also be shown on the web site along with payments.



Russell Wright
Independent Internal Auditor

29th April 2016