

Internal Audit Report to Ginton Parish Town Council

Financial year 2019/2020

1 INTRODUCTION AND OBJECTIVE OF AUDIT

I was appointed as your Independent Internal Auditor for the year 2019/2020 and checking the guidelines of the Audit Commission have agreed the approach for the audit work required to satisfy the Audit Regulations.

2. SCOPE OF AUDIT

2.1 The Council has prepared the Accounts on the receipts and payments format with the inclusion 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
- Petty cash accounting is correctly administered
- 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 I have tested the key control areas to assess compliance with relevant procedures and controls to be in operation during the Financial year. In respect of these, I am satisfied that in all significant respects the control objectives were being achieved throughout the Financial year to a standard adequate to meet the needs of the Council, subject to any specific matters set out below.

3.2 As part of my audit, I have examined documents setting out the Council's Standing Orders, Financial Regulations and budgeting which were adequate for the Council's purpose and I can confirm general compliance.

3.3 I can also confirm that I have examined the bank reconciliation statements at the financial year-end and found this to be accurately recorded.

3.4 The Council hold no Petty cash account.

4. MATTERS ARISING/RECOMMENDATIONS

4.1. I would mention that in April 2015 it became mandatory for all small authorities to comply with the transparency code. This code has been issued in order to meet the government's desire to increase democratic accountability and it requires the online publication of key spending and governance information on the occasions specified in the Code. I have raised the matter with the Clerk.

4.2 I note that reporting of payments was done on a six month basis and I would recommend that a more regular reporting time scale be adopted.

I would like to thank the Clerk for his standard of presentation of records and the clarity of explanations given.

Russell Wright
Independent Internal Auditor

26th May 2020