

Internal Audit Report

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

Name of council:	Ashton (EN) Parish Council		
Name of Internal Auditor:	Gill Wells	Date of report:	27 th April 2021
Year ending:	31 March 2021	Date audit carried out:	25 th April 2021

Internal audit is the periodic independent review of a councils internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the councils control. Managing the councils internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. 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 below.

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:

It should be noted that, due to restrictions resulting from the Covid 19 constraints, the audit was carried out remotely.

As part of the annual internal audit process I carried out a full examination of bookkeeping, due process, risk management, bank reconciliations, internal control and performed a detailed scan of the minutes and decisions taken by the Council from 1st April 2020 - 31st March 2021. I also carried out a review of the Councils website.

I note the Council has been investigating the possibility of online banking and I am also aware that some banks do not make the set-up of online banking for Councils easy . However, I would urge the Council to persist or explore other banks who may be more willing to assist with the set up and, perhaps, understand the mandate system required by Councils better. Online banking allows the Council to meet its obligations efficiently and minimises risk. However, I was pleased to see that the Council had made the decision to pay the Clerk by Standing Order.

I understand that some documents are reviewed by the Council bi-annually and that Financial Regulations are to be considered by the Council 27th April 2021.

Moreover, the Council received and reviewed the comments and advice contained within the 2019 / 2020 NCALC IAS report and it appears they have taken onboard the comments and have adapted accordingly.

I would like to take this opportunity to thank your Clerk, Jill, for making all the information available to me in order that I could carry out a detailed review of the Councils management, governance and financial affairs. It was a pleasure to read the documents and I look forward to auditing Ashton next year.

This report is based on the evidence made available to me either on the website or confirmed via email. It would be incorrect to view the internal audit report 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,



Gill Wells
Internal Auditor to the Council
Thewellsclan1@googlemail.com

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

	Year ending 31 March 2020	Year ending 31 March 2021
1. Balances brought forward	10745	16668
2. Annual precept	9474	7414
3. Total other receipts	4984	5144
4. Staff costs	2591	2769
5. Loan interest/capital repayments	0	0
6. Total other payments	5944	8547
7. Balances carried forward	16668	17909
8. Total cash and investments	16668	17909
9. Total fixed assets and long-term assets	7665	9318
10. Total borrowings	NIL	NIL

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2021)*. 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://www.northantscalculator.com/uploads/practitioners-guide-2021.pdf>"
<https://www.northantscalculator.com/uploads/practitioners-guide-2021.pdf>