

Internal Audit Report

(to be read in conjunction with Section 4 of the Annual Return)

Name of council:	Desborough Town Council		
Name of Internal Auditor:	Mrs T Charteress	Date of report:	2nd May 2016
Year ending:	31 March 2016	Date audit carried out:	29 th April 2016

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:

Thank you very much for the hospitality shown during my visit to conduct the Internal Audit for Desborough Town Council.

I examined Book Keeping, Due Process, Risk Management, Budget, Payroll for The Clerk, Asset Control, Bank Reconciliations & Year End Procedures. I also sought evidence that Audit reports from the previous years had been actioned, checked compliance with the Transparency Code and that Town Council records are being safely backed up.

I am pleased to be able to advise you that I found all very satisfactory and gave the following comments to James regarding the Minutes of your meetings:

- The meeting held on 21st May 2015 should be titled The Annual Meeting of the Town Council
- The first item on the agenda must be the election of The Chairman
- Whilst the Precept and budget were agreed by the Town Council and Minuted, there is no evidence in the Minutes of the amounts agreed
- There is no statutory requirement to Minute verbatim Public Time; a single sentence will suffice and is best practise

May I take this opportunity to wish the Council a successful 2016/2017 in what is clearly going to be busy year.

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 in order to detect error or fraud. Consequently the report is limited to those matters set out above.

Yours sincerely,

Mrs Tina L Charteress CiLCA
Internal Auditor to the Council
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tcharteress@gmail.com

The figures submitted in the Annual Return are:

	Year ending 31 March 2015	Year ending 31 March 2016
1. Balances brought forward	23,729	26,721
2. Annual precept	20,000	67,000
3. Total other receipts	18,895	31,755
4. Staff costs	16,728	27,438
5. Loan interest/capital repayments	0	0
6. Total other payments	19,175	76,203
7. Balances carried forward	26,721	21,835
8. Total cash and investments	26,721	21,835
9. Total fixed assets and long term assets	21,520	46,527
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Local Councils – A Practitioners’ Guide (England) (2014)*. 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. A copy of the guide is available for free download from:

<http://www.northantscalc.com/uploads/practitioners-guide-v12jun14.pdf>