

Internal Audit Report

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

Name of council:	Norton Parish Council		
Name of Internal Auditor:	L Lavender	Date of report:	13-5-22
Year ending:	31 March 2022	Date audit carried out:	11-5-22

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. 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:

I completed the year-end audit review of Norton Parish Council on 11th May 2022. I would take this opportunity to thank Emma Fontaine the new Parish Clerk, for her help and assistance.

I reviewed the information available on www.nortonpc.org.uk I was able to access the relevant documents and records. By examination of these documents & records plus further questioning, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Return Form 2. I am satisfied that effective policies and procedures together with systems to manage, monitor and control the Council's business are in place. Accordingly, I was able to answer 'yes' to all relevant questions and have signed the Return as required. Please note the following.

- Each page of the minutes must be consecutively numbered and initialled by the person presiding at the meeting LGA 1972 SCH12 p41(2)

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Yours sincerely,



Ms L Lavender
Ncalc Internal Auditor to the Council
Lynnlavender_5@hotmail.com

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

	Year ending 31 March 2021	Year ending 31 March 2022
1. Balances brought forward	28274	69101
2. Annual precept	14782	17660
3. Total other receipts	41113	1404
4. Staff costs	5539	5725
5. Loan interest/capital repayments	-	-
6. Total other payments	9530	12052
7. Balances carried forward	69101	70388
8. Total cash and investments	69101	70388
9. Total fixed assets and long-term assets	72359	73588
10. Total borrowings	-	-

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. 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.northantscalc.com/uploads/practitioners-guide-2020-2.pdf>