

Internal Audit Report

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

Name of council:	Thrapston Town Council		
Name of Internal Auditor:	J Hodgson	Date of report:	12/05/2022
Year ending:	31 March 2022	Date audit carried out:	12/05/22

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 have carried out an audit in line with the requirements of the Governance and Accountability for Smaller Authorities in England and the areas of examination specified by the Annual Governance and Accountability Return.

I have examined information and documentation on the Council's website together with invoices and bank statements at the Council offices.

I was pleased to find that the Council continues to provide documented evidence that scrutinizes invoices for payment and a clear audit trail was available to me.

A Council's minutes are the only lawful record of its activities and the primary source of proving the actions it has taken in financial matters. Therefore it is reassuring to see in the minutes of Thrapston Town Council meetings, that the Council's adopted Financial Regulations are being adhered to, for example, by an annual review and minuting of the direct debits and standing orders that make regular payments.

I am pleased to report that I found the Council's systems and procedures in good order as I would expect from a qualified and experienced clerk such as Linda.

The Council, as a body corporate, has financial duties and responsibilities, and whilst a council may rely on guidance from the clerk, ultimately the responsibility rests with the council. Members should therefore be cognisant with what is required.

I would like to thank Linda for her assistance during the audit process.

Having tested all of the objective of internal control as set out in Internal Audit section of the AGAR, through the examination of the evidence and discussions with Linda I am satisfied that the Council has met the requirements and I have signed off the AGAR as required.

Yours sincerely,

J Hodgson

Ms Jenny Hodgson
Internal Auditor to the Council
jennyhodgson@msn.com
01933 461868

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	761670	676415
2. Annual precept	371236	380649
3. Total other receipts	32832	91929
4. Staff costs	131189	135792
5. Loan interest/capital repayments	0	0
6. Total other payments	358134	325343
7. Balances carried forward	676415	687858
8. Total cash and investments	689808	689734
9. Total fixed assets and long-term assets	658553	695211
10. Total borrowings	0	0

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>