

Internal Audit Report

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

Name of council:	Moulton Parish Council		
Name of Internal Auditor:	John Marshall	Date of report:	07.05.2024
Year ending:	31 March 2024	Date audit carried out:	07.05.2024

*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. It is important to note that managing the council's internal controls is a day-to-day function of the council through its staff and councillors and it would be incorrect to view internal audit as the detailed inspection of all records and transactions of the council in order to detect error or fraud. This report is based on the evidence made available to and seen by me. **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:

Following discussion with Jane Austin, Executive Officer and Claire Watt, Assistant Clerk and by mutual agreement I carried out the audit remotely, by means of e-mail and a virtual meeting online platform. As ever, I would thank Jane and Claire for their co-operation and assistance in providing the year-end data in good time ahead of the audit has been very helpful to me.

I firstly examined the publicly available information displayed on the council's website including the council's policies, procedures, agendas, minutes, financial and other records. I sought evidence that the previous year's Internal and External Audit reports had been properly reported to and where necessary acted upon by the Council; they had. I then examined the council's arrangements for the management and control of its business in the areas of bookkeeping, due process (ie compliance with the 'proper practices' as set out in the Practitioners' Guide*), risk management, budget setting and monitoring, payroll, asset register, bank reconciliations, internal control and year-end procedures and compliance with the display of information including the exercise of public rights.

Prior to the audit meeting, I requested further information to clarify aspects of the council's assets and asset register as well as the budget and precept setting procedures and discussed with Jane and Claire the adequacy of the council's financial reserves together with the importance of holding adequate general reserves.

I found evidence of an above average standard of compliance in the important areas of governance and financial management, a consistent and sustained performance that has led to the council achieving 'Quality Gold' status under the Local Council Award Scheme; this is very much to the credit of council members, officers and its accounting services provider. I am therefore pleased to be able to report that having tested all the aspects of the council's internal controls that I am required to consider, based on the information made available to me I am satisfied that in all significant respects, the internal control objectives were achieved throughout the financial year to a standard adequate to meet

the council's needs. Accordingly, I have completed and signed off the Annual Internal Audit Report as required.

John Marshall, CiLCA
Internal Auditor to the Council
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The figures submitted in the Annual Return are:

	Year ending 31 March 2023	Year ending 31 March 2024
1. Balances brought forward	641,074	587,736
2. Annual precept	363,000	431,000
3. Total other receipts	484,271	483,748
4. Staff costs	370,921	451,266
5. Loan interest/capital repayments	82,141	82,141
6. Total other payments	447,547	644,908
7. Balances carried forward	587,736	324,169
8. Total cash and investments	577,689	327,074
9. Total fixed assets and long term assets	3,321,673	3,442,703
10. Total borrowings	1,951,428	1,925,066

Please note the 'proper practices' required by the Accounts & Audit Regs 2015 and that smaller authorities must follow are set out in sections 1 & 2 of the JPAG *Practitioners' Guide*. The Guide also sets out the appropriate standard of financial reporting. A copy of the current version of the Guide and other useful information is available for free download from this page:

<https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links>