

# Northants CALC IAS

## End of year Internal Audit Report

(to be read in conjunction with Annual Internal Audit report in the Annual Governance and Accountability return

<b>Name of council:</b>	<b>Grange Park Parish Council</b>		
Name of Internal Auditor:	Dianne Isaacs	Date of report:	29/04/22
Year ending:	31/03/22	Date audit carried out:	28/04/22

*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 staff and management and not left for internal audit. It would be incorrect to view internal audit as a detailed inspection of all records and transactions of a council to detect error or fraud. The 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.**

**Cllr Martin Smith was voted Chairman of the Council at the Annual meeting on 13<sup>th</sup> May , 2021.  
Cllr J Davies was voted Vice Chairman**

**Tracy Sampson is the Clerk and R.F.O. to Grange Park Parish Council**

**To the Chairman of the Council:**

### **Matters arising from PKF LittleJohn LLP external Audit 2020/21 financial year**

The Council should ensure that it has regard to the level of reserves held when considering future precept requests . Any earmarked reserves should be considered and formally approved by the Council.

#### **Earmarked reserves**

**Total spend 2021-22 – £ 61,317.47 approved by the Council.**

**Current balance 31.03.22 £ 39,034.62**

### **Matters arising from the Interim Internal audit 17/11/2021**

#### **Evidence of Internal control**

Cllr Smith actions Internal control for the Parish Council and Cllr Knott monitors the cafe/bar accounts. In line with recommendations Cllr Smith and Cllr Knott document and minute Internal control reports .

#### **Minutes of Council meetings**

I read through the Minutes of Council meetings 31.03.2022 and there are no unusual activities that came to my attention.

#### **Due Process**

The Council's Risk assessment,, Financial regulations and Standing orders were reviewed in March 2022 and are listed on the Council's website.

#### **ASSETS**

There were additional assets purchased and disposed of during the year.

**Total fixed assets at 31.03.2022- £1,986595 – recorded in AGAR Section 9**

## Data Protection

The Council registered with ICO in May 2021 and has paid the annual fee £35.00 and has signed up to the Service level agreement for Ncalc's Data Protection service. - Fee £10.00

## Staff

I have made checks on salary payments in conjunction with the Council's bank account.

**Total Staff costs for the year.£ 139,327**

## Budgets/ Precept

The annual Precept requirement resulted from a detailed budgetary process and the Council has agreed a **precept of £172,689** to support its annual budget.

The is correctly recorded in the Income and Expenditure account .

Budget updates are presented to the Council on a regular basis.

## Insurance

The Council has insurance through Zurich Municipal , reviewed in March 2021 and paid in April 2021 Cost **£3745.43** recorded correctly in the Income and expenditure ledger.

Fidelity cover guarantee has been set at **£250,000**.

## V.A.T.

The Council is now registered for VAT and I have checked several VAT transactions to date.

The Council is in contact with HMRC regarding advice on VAT issues.

## Accounts

The Council accounts are produced on the correct accounting procedure – Income and Expenditure.

The Council's payments are actioned through BACS payments , Direct debits , Barclaycard and a petty cash account.

An audit trail was carried out on several Income and Expenditure transactions to 31.03.2022 and there were no anomalies on these entries.

Petty cash at 31.03.2022 - **£100 cash and £145.50 float - Total £245.50**

## Bank Accounts

There is a reconciliation for each of the Council's bank accounts and there are no unexplained balancing entries in the Accounts ledger and the Banks statements at 31/03/2022.

## CCLA Long term investment Fund

With present Interest rates at a low rate for Investments the Council has sought professional independent financial advice to provide a higher income based investment fund.

**Following advice and a risk assessment from their Financial advisor the Council has resolved - To invest 50%( £500k ) of the Council's Section 106 money into the CCLA Property Fund.**

**The Fund is a specialist Fund exclusively for Local Authority investors and is professionally managed.**

Money invested in CCLA Investment fund - **572.99.97**

<b>Total investments</b>	<b>1,072.999.97</b>
Grange park Cafe/ Bar	5,389..23
Grange park parish council	42,456.57
Petty cash £100 cash £ 145.50 float	245.50

Total balance at 31.03.2022 **1,121091.27**

## End of year accounts-

Before 1<sup>st</sup> July 2022 the Council must publish the Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited.

The Council must approve Section 1 AGAR before Section 2 and both must be approved and published on the website before 1<sup>st</sup> July 2022.

Dianne Isaacs

Ncalc Internal auditor to the Council

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

	<b>Year ending 31/03/2021</b>	<b>Year ending 31.03.2022</b>
1. Balances brought forward	1,247,274	1,207,782
2. Annual precept	164,690	<b>172,689</b>
3. Total other receipts	91.96	122,542
4. Staff costs	146,179	<b>139,327</b>
5. Loan interest/capital repayments	Nil	Nil
6. Total other payments	149,966	223,275
7. Balances carried forward	1,207,782	<b>1,140,411</b>
<b>8. Total cash and investments</b>	<b>1,215,920</b>	<b>1,121,091</b>
9. Total fixed assets and long term assets	1,967,954	1,986,595
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 (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.pdf>