



Internal Audit Report

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

Name of council:	Irthingborough Town Council		
Name of Internal Auditor:	Mrs T Charteress	Date of report:	13 th May 2016
Year ending:	31 March 2016	Date audit carried out:	13 th May 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 Town Council:

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

I examined Book Keeping, Due Process, Risk Management, Budget, Payroll, 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 would draw your attention to the following comments:

- Decision 07/32 was unlawful as it delegated power to the Clerk and the Mayor. No individual Councillor may be given delegated power to spend and this should have either been given to the Clerk directly, to a Committee with delegated power to spend, or decision at full council.
- The Financial Regulations were not adopted during 2015/2016
- I would recommend a review of the Committee Structure and its processes. The Town Council must agree the Terms of Reference for a Committee and receive the minutes which have already been agreed by the Committee
- The Council's Internal Controls are excellent and I would recommend that they are formalised into an Internal Control Policy; a minute reference should be shown when the Council have executed this control

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.

I would like to congratulate Mrs Daly on the efficient way in which she is managing the Town Council and I wish the Council a successful 2016/2017.

Yours sincerely,

A handwritten signature in blue ink that reads "Tina Charteress". The signature is written in a cursive style and is underlined with a single horizontal line.

Mrs Tina L Charteress CiLCA
Internal Auditor to the Council
07818 084231
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	246,965	230,922
2. Annual precept	229,670	266,420
3. Total other receipts	65,133	86,507
4. Staff costs	84,136	91,590
5. Loan interest/capital repayments	Nil	Nil
6. Total other payments	226,710	177,786
7. Balances carried forward	230,922	314,473
8. Total cash and investments	265,095	357,232
9. Total fixed assets and long term assets	1,252,064	1,252,065
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>