

## Annual Internal Audit Report

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

Name of council:	Glaphorn Parish Council		
Name of Internal Auditor:	Peter Quincey	Date of report:	26/05/14
Year ending:	31 March 2014	Date audit carried out:	13/05/14

*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 Chairman of the Council:

Dear Mr. Tresaden, thank you for the hospitality shown to me during my visit to audit the books of the council.

My audit consisted of examinations of book keeping, due process, risk management, budgeting process, payroll, asset control and year end procedures. I found all these excellently maintained and accurate. I have therefore signed the internal audit of the BDO document and have no further comment to make..

In conclusion, may I wish the parish council a successful 2014/15.

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.

Yours sincerely,

Peter Quincey, B.A.(Hons),  
Internal Auditor to the Council  
01536 461189.  
Peter60bel@aol.com.

The figures submitted in the Annual Return are:

	Year ending 31 March 2013	Year ending 31 March 2014
1. Balances brought forward	6,582	8,479
2. Annual precept	7,800	7,800
3. Total other receipts	195	93
4. Staff costs	1,296	1,617
5. Loan interest/capital repayments	3,149	3,149
6. Total other payments	1,653	1,753
7. Balances carried forward	8,479	9,583
8. Total cash and investments	8,479	9,583
9. Total fixed assets and long term assets	10,804	10,804
10. Total borrowings	12,595	9,446

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Local Councils – A Practitioners' Guide (England) (2010)*. 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.gov.uk/?p=253>