

Annual Internal Audit Report

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

Name of council:	Little Houghton Parish Council		
Name of Internal Auditor:	John Marshall	Date of report:	10.05.2018
Year ending:	31 March 2018	Date audit carried out:	10.05.2018

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. This report is based on the evidence examined and made available to me. It would be incorrect to view internal audit as the detailed inspection of every record and transaction of the Council in order to detect error or fraud. 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 carried out the year-end audit of Little Houghton Parish Council on 10 May. I met with Selena Jacobs, Clerk / RFO and would take this opportunity to thank Selena for her time and assistance. Issues raised by me last year have been fully and properly addressed and I noted that no audit issues were raised by BDO as External Auditor last year.

This year, I noted that the Council is able to claim exemption from external audit, due to the higher of gross income and expenditure in 2017/18 being below the £25,000 threshold and the Council has opted to exercise that entitlement. I confirm that on the basis of the figures seen by me (income £16,660 and expenditure £18,914) the Council is entitled to claim the exemption.

During the course of this audit, through the examination of material posted on the Council webpages as well as hard evidence and questioning, I considered all aspects of the Council's internal controls that I am required to consider and I am pleased to say that I identified no audit issues. I am satisfied that in all significant respects, legal and other requirements are being met and the Council, together with its competent and efficient Clerk is to be congratulated in delivering high standards of governance. Accordingly, I have signed off the AGAR as required and as promised, I have provided a link* at the end of this report to the version of the 'exercise of public rights' notice to be used by Councils claiming the exemption.

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

	Year ending 31 March 2017	Year ending 31 March 2018
1. Balances brought forward	19,605	39,240
2. Annual precept	13,000	14,000
3. Total other receipts	33,058	2,660
4. Staff costs	5,300	5,813
5. Loan interest/capital repayments	0	0
6. Total other payments	21,123	13,101
7. Balances carried forward	39,240	36,986
8. Total cash and investments	39,240	36,986
9. Total fixed assets and long term assets	78,017	79,333
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations 2015 are set out in *Governance and Accountability for Smaller Authorities in England (March 2018), A Practitioners' Guide*. 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:

https://www.pkflittlejohn.com/sites/default/files/media/documents/governance_and_accountability_for_smaller_authorities_in_england_2018_sections_1-5_0.pdf

* https://www.pkf-littlejohn.com/sites/default/files/media/documents/making_provision_for_the_exercise_of_public_rights_2017-18_-_exempt_authorities.docx