

## Internal Audit Report

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

Name of council:	South Croxton		
Name of Internal Auditor:	Hannah Shaw	Date of report:	26/04/23
Year ending:	31 March 2023	Date audit carried out:	26/04/23

*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 council through its staff and management and not left for internal audit. 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. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.*

*The proper practices referred to in Accounts and Audit Regulations are set out in JPAG Practitioners Guide 2022. 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.*

***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:**

### Overview and Observations

In accordance with the terms of my engagement, I undertook a review of South Croxton Parish Council's accounts, records, policies and procedures for the financial year ending 31st March 2023, following which I completed and signed the Annual Internal Audit Report, of the Annual Governance and Accountability Return 2022/23 Form 2.

Through a virtual meeting with the Clerk and by inspection of information publicly accessible via the Council's website and by documentation sent to me by email, I was able to review aspects of the Council's systems including payroll, bank reconciliations, risk management, Council owned assets, budgetary control and the Exercise of Public Rights.

South Croxton Parish Council has 5 seats (3 quorum) and employs one member of staff, Stephen Johnson, who is the Clerk and Responsible Financial Officer to the Council. Stephen has been employed in this role for approximately 4 years working 5 hours per week. There are no committees and all matters are dealt with at full Parish Council meetings.

The Council banks with Natwest. All payments are made by cheque and there is no access to online banking facilities. Councillors authorise payments at Parish Council meetings and up-to-date bank statements are presented for reconciling. All payments are published through Council meeting minutes, as are bank balances. To further strengthen the Council's internal control systems, I would advise authorising Councillors sign/initial Council bank statements upon