

Year-End Internal Audit Report

Name of council:	Higham Ferrers Town Council		
Name of Internal Auditor:	Julia Tufnail	Date of report:	06.05.2022
Year ending:	31 March 2022	Date audit carried out:	06.05.2022

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. It is important to note that managing the council's internal controls is a day-to-day function of the council through its staff and councillors and 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 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 have completed the 2021-22 Audit using the NCALC Internal Audit Service Checklist and can confirm that all appears to be in order. I would like to thank your Clerk, Alicia, for her time assistance and during the audit, tweaking a couple of issues on the website as required.

I note that Council has an Asset Register Value at one figure but an AGAR Asset value at another. In the interest of transparency, I have suggested that a note of explanation is published by Council alongside the Asset Register.

I can see that the Internal Controls are robust and regular reporting to Council is done. I can again confirm that accounting records (I&E) have been kept properly via the RBS Omega financial reporting package with VAT is regularly reclaimed and the £50 petty cash properly accounted for. Also that the Risk Assessments, Asset Register and insurance are regularly reviewed and in place. Salaries and Pensions appear to be in order with regular payments made to NEST, LGPS & HMRC.

Julia Tufnail
 Internal Auditor to the Council
 07964 992053

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

	Year ending 31 March 2021	Year ending 31 March 2022
1. Balances brought forward	972,699	1,205,063
2. Annual precept	440,000	445,000
3. Total other receipts	244,772	78,119
4. Staff costs	139,770	151,237
5. Loan interest/capital repayments	0	0
6. Total other payments	312,638	347,672
7. Balances carried forward	1,205,063	1,229,273
8. Total cash and investments	1,192,988	1,210,579
9. Total fixed assets and long-term assets	2,483,454	2,485,268
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (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.