

Annual Internal Audit Report

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

Name of council:	Stanwick Parish Council		
Name of Internal Auditor:	John Marshall	Date of report:	09.05.18
Year ending:	31 March 2018	Date audit carried out:	09.05.18

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 met with Jenny Hodgson, Clerk and RFO on 09 May to carry out the year-end audit of the Council; I would take this opportunity to thank Jenny for her time and assistance.

I identified one governance issue, relating to the policy for co-option of a member when a vacancy arises that I would draw to the Council's attention. It is desirable that, to the extent that is able the policy should align with the policy for 4 yearly elections. To that end, the submission of a written statement (para 2.3 first bullet) should be at the discretion of the candidate rather than an implied compulsion to provide a detailed written statement, as is the case with the opportunity offered at para 2.6 to address the council and the questioning offered at paras 2.7 and 2.8.

I believe that the process in the event of a tied vote (described at para 2.14), when the process is halted and adjourned to the next meeting for a re-run is inappropriate, cumbersome and unnecessary and more likely to deter than encourage applicants. Stanwick PC's Standing Orders establish a procedure for dealing with a tied vote, that involves the use of a casting vote exercised by the chairman of the meeting. This can easily be incorporated into the secrecy of the ballot procedure and I see no reason why this Standing Order should not be followed

Notwithstanding these comments, through examination of information provided on the Council's website and the inspection of hard evidence and questioning, I tested all of the objectives of Internal Controls set out in the Internal Audit Report, part of the Annual Governance and Accountability Return (AGAR). The Council continues to be well organised and efficiently run by its knowledgeable and competent qualified Clerk and I am satisfied that in all significant respects, the internal control objectives have being achieved by the Council throughout the audit year. Accordingly, I have completed and signed off the Annual Return (AGAR) as required.

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	111,783	104,274
2. Annual precept	59,358	61,545
3. Total other receipts	52,401	13,384
4. Staff costs	26,011	23,396
5. Loan interest/capital repayments	4,780	4,720
6. Total other payments	88,444	53,408
7. Balances carried forward	104,307	97,679
8. Total cash and investments	104,273	97,679
9. Total fixed assets and long term assets	172,121	183,048
10. Total borrowings	69,291	67,515