

Internal Audit Report

Name of council:	Raunds Town Council		
Name of Internal Auditor:	John Marshall	Date of report:	07.06.2018
Year ending:	31 March 2018	Date audit carried out:	07.06.2018

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 us. 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 the Council on 07 June. I met with Kate Houlihan, Clerk and RFO to the Council and would take this opportunity to thank Kate and her staff for their time and assistance.

I previously carried out an in-year audit in January, when I drew the Council's attention to one audit issue relating to reporting and minuting of the internal controls checks. I noted at this visit that the issue has been fully and properly addressed by the Council. Having reviewed most of the governance items at the in-year visit, this year-end visit focussed more on financial matters including a review of the Council's financial reserves and the council's procedures for managing payments, including following the audit trail for a number of randomly selected invoices. I am satisfied that the procedures, including financial recording and reporting as well as monitoring and review of payments by the Internal Controls Councillor(s) are both robust and sound.

The last year has been one of significant achievement and development for the Council, with the granting of the Gold Standard of the Local Councils Award Scheme for which the Council should be congratulated. The Gold Standard is the hallmark of best practice and excellence in governance and both my in-year and year-end audits confirmed that to be the case. The Council is well served by a combination of competent and efficient staff and engaged Councillors and the lack of identified audit issues is testimony to the consistently high standards of compliance and business delivery that the Council achieves.

Through examination of the website, hard evidence and questioning, I tested all of the objectives of internal controls set out in the Annual Governance and Accountability Return (AGAR) and I am satisfied that all of the internal controls objectives have been met. Accordingly, I have completed and signed off the Internal Audit Report, part of the 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	498,346	548,633
2. Annual precept	305,017	325,845
3. Total other receipts	194,411	131,434
4. Staff costs	139,817	135,830
5. Loan interest/capital repayments	0	0
6. Total other payments	309,324	317,513
7. Balances carried forward	548,633	552,569
8. Total cash and investments	517,362	545,645
9. Total fixed assets and long term assets	3,765,147	3,859,890
10. Total borrowings	0	0