

INTERNAL AUDIT REPORT
For the year ended 31st March 2019

To **Caynham Parish Council**

I have carried out an internal audit in accordance with the Council's needs, and in line with the Internal Control Objectives listed in the annual return for Local Councils in England.

Internal Audit Opinion

In my opinion the controls in place were sufficient for the Council's purposes during 2018/19; however there are several areas where improvement can be made for the future.

1. Risks to objectives (control objective c)

The Council's objectives are detailed in the parish plan, however there does not seem to be a formal record of assessment of the risks to these objectives or a review of the adequacy of the management of those risks.

Recommendation:

The council should review the risks to its operation and achievement of its objectives, and ensure that adequate arrangements are in place to control those risks, and this be added to the current risk schedule

2. Petty cash (control objective f)

The Council does not operate a petty cash account, and hence it is not appropriate to cover this in this year's internal audit

No recommendations

3. Neighbourhood fund

The Parish Council has received Neighbourhood funds totalling £1,298.34 in 2015/16. These funds must be specifically accounted for and reported upon each year.

No expenditure has been allocated from these funds to date.

A Reserve has been set up within the accounts to enable specific accounting of the receipts and expenditure of these funds.

It is recommended that: the Council consider which infrastructure projects may qualify for expenditure of these funds, and ensure that all the pertinent rules, record keeping and procedures are followed in the course of any such project.

Please note that the above recommendations are to formally record areas that may already be taken into consideration by the Council on an item by item basis, but such recording contributes to demonstrating good corporate governance by the Council.

Audit and report prepared by

Kevin Lawrence Adams

Date 22/04/2019

