

## Internal Audit Report

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

Name of council:	Burbage Parish Council		
Name of Internal Auditor:	Cathy Walsh	Date of report:	17 May 2021
Year ending:	31 March 2021	Date audit carried out:	13 May 2021

*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.*

***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 Juliet Perry (RFO) on 13 May 2021 to carry out the internal audit of the Council. Prior to this date Juliet had provided a substantial number of files and documents electronically which enabled me to undertake a great deal of the audit remotely. I would like to take the opportunity to thank Juliet for her time and assistance and for preparing the files and documents I asked to see in such an organised and efficient manner both prior to and ready for my visit.

In accordance with the terms of my engagement, I have undertaken a review of Burbage Parish Council's records, policies, and procedures for the financial year ending 31 March 2021.

The council continues to demonstrate high standards of compliance both with regulatory requirements and the proper practices and I am pleased to report that I identified no audit issues or other issues that I need to draw to the council's attention.

I have no further comments to make other than to commend the Parish Council for the standard of its record keeping, the information published on the Parish Council website and the presentation of the documents for completion of audit.

This report is based on the evidence made available to me and consequently, the report is limited to those matters set out above. Through examination of hard evidence and questioning, I confirm that I tested all the aspects of the council's internal controls that I am required to consider and I am satisfied that effective systems to manage, monitor and control the council's business are in place. Accordingly, I have completed and signed off the Annual Internal Audit Report at page 3 of the AGAR as required.

Yours sincerely,

Mrs Cathy Walsh  
Internal Auditor to the Council

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

	<b>Year ending 31 March 2020</b>	<b>Year ending 31 March 2021</b>
1. Balances brought forward	495,470	574,449
2. Annual precept	419,503	429,113
3. Total other receipts	949,775	188,012
4. Staff costs	213,521	226,341
5. Loan interest/capital repayments	23,762	30,440
6. Total other payments	1,053,015	270,206
7. Balances carried forward	574,449	664,588
8. Total cash and investments	547,123	653,174
9. Total fixed assets and long term assets	2,135,128	2,230,197
10. Total borrowings	432,927	410,976

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2018)*. It is a guide to the accounting practices to be followed by local councils, and sets out the appropriate standard of financial reporting to be followed.