

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:	29 April 2022
Year ending:	31 March 2022	Date audit carried out:	29 April 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. 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 (Principal Officer and RFO) on 29 April 2022 to carry out the internal audit of the Council. Prior to this date, I scrutinised the information that is publicly available on the Council's website and Juliet provided a number of 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.

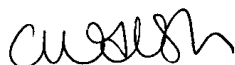
In accordance with the terms of my engagement, I have undertaken a review of Burbage Parish Council's records, policies, and procedures for the financial year ending 31 March 2022.

The Council has again maintained high standards of compliance and more than adequate and effective internal control arrangements. It is clear that the Principal Officer and her team is meticulous with its paperwork and audit trails for the Parish Council's finances and operating procedures.

I am pleased to report that no issues have been identified warranting formal comment or recommendation and, on the basis of my review work, I have completed the Annual Internal Audit Report of the year's AGAR assigning positive assurances in each relevant area.

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.

Yours sincerely,



Mrs Cathy Walsh
Internal Auditor to the Council

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	574,449	664,588
2. Annual precept	429,113	427,044
3. Total other receipts	188,012	118,061
4. Staff costs	226,341	215,674
5. Loan interest/capital repayments	30,440	30,004
6. Total other payments	270,206	192,291
7. Balances carried forward	664,588	771,724
8. Total cash and investments	653,174	766,800
9. Total fixed assets and long-term assets	2,230,197	2,292,655
10. Total borrowings	410,976	389,024

The proper practices referred to in Accounts and Audit Regulations are set out in **Governance and Accountability for Smaller Authorities in England - Practitioners Guide 2021**. 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. A copy of the guide is available for free download from:

<https://www.nalc.gov.uk/library/our-work/jpag/3479-practitioners-guide-2021/file>