

East Halton Parish Council

Internal Audit Report 2017/18

The Internal Audit was carried out on 12th June 2018 with the assistance and full co-operation of Patricia Wright at the Office of the Council - 3 Buttercup Court Healing North East Lincs.

It is noted that Patricia took over as Clerk / RFO from K Peers in November 2017 and is due to resign on 22 July 2018

Part 2, para 5 (1) of the Accounts and Audit Regulations 2015 imposes a duty on Local Councils to “undertake an effective Internal Audit to evaluate the effectiveness of its risk management, control and governance processes, considering public sector internal auditing standards or guidance”.

Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.

At the request of the council I have conducted an Internal Audit review of the council's accounting records in respect of the financial year ended 31 March 2018. I have acted independently and, based on an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in place during the financial year.

The audit has been carried out in accordance with the council's needs and planned coverage. Based on the findings in the areas examined, the internal audit conclusions and recommendations have been recorded below utilising the ERNLLCA Check List 2017/18.

Recommendations

Produce Asset Register

Information to be published on the PC website in accordance with the Transparency Code

It should never be assumed that all VAT can be recovered. Owing to the complexity of VAT legislation, it is recommended that advice be sought from HMRC when any new projects are undertaken, significant capital expenditure is being considered or any new matters arise.

The General Data Protection Regulation (GDPR) came into effect on 25th May 2018 which applies to Parish Councils. Council should prepare to comply with the Regulation by undertaking an audit of all personal data held for employees, councillors and public.

NLC has imposed stringent conditions for the receipt of a Council Tax Grant for 2018/19. Council should ensure that it fully considers the legal and financial implications of these conditions.

Summary

The adoption of the above recommendations will serve to enhance and strengthen the existing systems, procedures and governance.

The Internal Audit has been conducted in accordance with the Governance and Accountability for Local Councils – Practitioners Guide 2016.

I confirm that I have no relationship or interest, financial or otherwise, with any member or officer of the council.

BK Brooks

Brian Brooks CiLCA

26th June 2018