

Internal Audit Report

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

Name of council:	Silverstone Parish Council		
Name of Internal Auditor:	Kirsty Buttle	Date of report:	15.05.2024
Year ending:	31 March 2024	Date audit carried out:	18 th April, and 10 th , and 15 th May 2024

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 council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and 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 completed the year-end audit review of Silverstone Parish Council remotely on 18th April and 10th and 15th May 2024. I would take this opportunity to thank Cherie and Ross for their responses to my enquiries.

I reviewed the information available on <https://www.silverstone-pc.gov.uk/>. I was able to access the majority of documents on the website and was provided additional documents by the Clerk by e-mail. By examination of these documents and records plus further questioning, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Return.

I would like to point out the following which do not affect the responses made in the AGAR Annual Internal Audit Report but should be considered for the new financial year:

- There were some occasions where the agenda item appeared to just be a feedback or general discussion item but the minutes record a decision to spend (for example June mins items 6ii and 11). Items requiring a decision, particularly those resulting in spending of public money, must be specified on the agenda as per the Local Government Act 1972, Sch 12, para 10(2)(b).

I have ticked 'not covered' to statements F, and K of the Internal Audit Report for the following reasons:

- The Parish Council does not hold petty cash.
- The Parish Council did not declare itself exempt from a limited assurance review in 22-23.

I was able to answer 'yes' to all other relevant questions and have signed the Return as required.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Buttle'. The signature is written in a cursive style with a large initial 'K' and a stylized 'Buttle'.

Mrs Kirsty Buttle
Internal Auditor to the Council
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kirstybuttle@hotmail.co.uk

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

	Year ending 31 March 2023	Year ending 31 March 2024
1. Balances brought forward	248388	266101
2. Annual precept	73148	74989
3. Total other receipts	36019	32404
4. Staff costs	12671	17002
5. Loan interest/capital repayments	0	0
6. Total other payments	78783	120473
7. Balances carried forward	266101	236019
8. Total cash and investments	251464	211381
9. Total fixed assets and long-term assets	222145	242991
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2023)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/practitioners-guide-2023>.