Lincolnshire Association of Local Councils

Internal Audit Report.

This audit report is to read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return.

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| Council: | South Kyme Parish Council |
| Internal Auditor: | Rachel Popplewell |
| Year Ending: | 31 March  |
| Date of Report | 24.04.2024 |

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-today 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 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.**

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**To the Chair of South Kyme Parish Council.**

I have examined council business including policies, agendas & minutes, accounting and financial statements and other documents relevant to this audit.

Several areas were identified where action was required in the immediate future other actions are offered as suggestions for improvement or considered to be best practice. I have discussed these with the Clerk, see below.

**Council management and activity.**

* Standing Orders & Financial Regulations are now in place.
* All policies are available on the website, ensure that reviews are undertaken on a regular basis.
* Minutes are available on the website with draft minutes available as per the Transparency Code. I was unable to check agendas as they not on the website.
* Payments have been omitted from the minutes and the website (this is the requirement of the Transparency Code) access to the bank account has been a challenge, this hopefully has now been rectified.
* **Summary**

After talking with the acting Clerk & acting RFO Councillors are getting to grips with most of the procedures and policies.

Ensure that Council are familiar with the Financial Regulations and Standing Orders. A new cash book and spreadsheets have been set up. Councillors have been unable to do any banking until recently as they could not access the bank account.

VAT reclaimed is still to be done as HMRC details are missing.

The previous few months have been a challenge for the Council as the previous Clerk left without any handover. Councillors are making good progress putting procedures and policies in place.

AGAR form 2 was signed.

Yours sincerely

*R Popplewell*

Rachel Popplewell

Internal Auditor

Lincolnshire Association Local Councils

24.04.2024