

# Internal Audit Report

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

Name of council:	Tur Langton		
Name of Internal Auditor:	Hayley Cawthorne	Date of report:	03/07/2020
Year ending:	31 March 2020	Date audit carried out:	02/07/2020

*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 carried out the year-end audit review of Tur Langton Parish Council on the 2<sup>nd</sup> July 2020. This year, owing to the Covid-19 pandemic, face to face visits are not allowed, hence this audit was carried out remotely using Zoom.

Prior to this date, Alison Gibson the parish clerk, had kindly forwarded me both the end of year accounts and the completed AGAR Part 2 Section 2 form.

I reviewed the information available on <https://www.turlangton-pc.org.uk/> before the remote meeting.

I was able to access a well ordered and detailed set of documents and records. It is clear that the clerk is meticulous with her paperwork and audit trails, and shows a great level of commitment to ensure statutory tasks are carried out effectively.

By examination of these documents and records plus further queries, with the clerk during our remote meeting, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Governance and Accountability Return (AGAR) Part 2, and notwithstanding the items noted below, I am satisfied that effective policies and procedures together with systems to manage, monitor and control the Council's business are in place. As a result, I was able to answer 'Yes' to all the AGAR questions on the Internal Auditor's report.

Noted this visit:

- All points raised on the internal auditor's report 18/19 have been addressed, with the exception of the following in purple below.
  - A recommendation for the parish council to review the clerks capacity to carry out all tasks required in her current hours of employment (4 hours a week)

- A recommendation to review that as an employer, the parish council are providing their clerk with paid annual leave as per the clerk's contract of employment. For example, a clerk employed and paid to work 4 hours a week for 52 weeks of the year amounts to 208 hours of work per year. However, on a pro rata basis, actual working hours per week should be 3.57 and per year should be 186 hours, with the remaining 22 per year being paid as annual leave (assuming annual leave allowance of 28 days per year including bank holidays). To achieve a four hour working week a clerk would need to be paid for 4.5 hours. Please refer to illustrations below (to aid explanation and for information only).

Calculating Leave Entitlement for Part Time Staff	
Enter number of hours worked	4.00 per week
Equals hours per month	17.3 hours
Equals hours per year	208.0 hours
Standard Local Government week	37.0 hours
Pro-rata multiplier	0.11
Enter full time Annual Leave Entitlement (including bank holidays etc)	28.0 days
Convert fulltime Entitlement to hours	207.2 hours
Equals pro-rata Monthly Leave Entitlement	1.9 hours
Equals pro-rata Weekly Leave Entitlement	0.4 hours
Balance of working hours	3.57 hours

  

Calculating Leave Entitlement for Part Time Staff	
Enter number of hours worked	4.50 per week
Equals hours per month	19.5 hours
Equals hours per year	234.0 hours
Standard Local Government week	37.0 hours
Pro-rata multiplier	0.12
Enter full time Annual Leave Entitlement (including bank holidays etc)	28.0 days
Convert fulltime Entitlement to hours	207.2 hours
Equals pro-rata Monthly Leave Entitlement	2.1 hours
Equals pro-rata Weekly Leave Entitlement	0.5 hours
Balance of working hours	4.02 hours

- I acknowledge the restated figures for boxes 4 (£2,105) and 6 (£2,323) for 2018/19 on this year's Section 2 AGAR.
- It is recommended that upon agreeing payments, councillors should cross reference the payment list supplied by the clerk at the parish council meeting with the actual invoices, and sign and date the invoices accordingly.

This report is based on the evidence made available to me.

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. Consequently the report is limited to those matters set out.

I would like to conclude by thanking your Clerk, Alison Gibson for her willingness to adapt to the new remote working arrangements this year and I wish your council all the best for the year ahead.

Yours sincerely,

Hayley Cawthorne  
 Internal Auditor to the Council  
 07855 418693  
[Hayleyjoycawthorne21@yahoo.co.uk](mailto:Hayleyjoycawthorne21@yahoo.co.uk)

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

	<b>Year ending 31 March 2019</b>	<b>Year ending 31 March 2020</b>
1. Balances brought forward	6,087	9,153
2. Annual precept	5,292	5,410
3. Total other receipts	2,202	63,139
4. Staff costs	-2,105 (restated)	-2,071
5. Loan interest/capital repayments	0	-1,672
6. Total other payments	-2,323 (restated)	-62,642
7. Balances carried forward	9,153	11,317
8. Total cash and investments	9,153	11,317
9. Total fixed assets and long term assets	2,415	2,692
10. Total borrowings	0	53,746

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. 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.