

Internal Audit Report

(to be read in conjunction with Section 4 of the Annual Return)

Name of council:	Stoke Bruerne Parish Council		
Name of Internal Auditor:	Mrs T Charteress	Date of report:	27th May 2016
Year ending:	31 March 2016	Date audit carried out:	27 th May 2016

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:

Thank you very much for the hospitality shown during my visit to conduct the Internal Audit for Stoke Bruerne Parish Council.

I examined Book Keeping, Due Process, Risk Management, Budget, Payroll for The Clerk, Asset Control, Bank Reconciliations & Year End Procedures. I also sought evidence that Audit reports from the previous years had been actioned, checked compliance with the Transparency Code and that ~~Team~~ Council records are being safely backed up.

I am pleased to advise you that I found all very satisfactory and would draw your attention to the following comment:

- The Internal Control Councillor should not be a bank signatory

May I take this opportunity to congratulate Mrs Benson on the excellent way in which she is managing the Parish Council and wish the Council a successful 2016/2017.

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 above.

Yours sincerely,



Mrs Tina L Charteress CiLCA
Internal Auditor to the Council
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