

# Internal Audit Report

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

Name of council:	Potterspurvy Parish Council		
Name of Internal Auditor:	L Lavender	Date of report:	16-4-2025
Year ending:	31 March 2025	Date audit carried out:	16-4-2025

*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 Chair of the Council:

I completed the year-end audit review of Potterspurvy Parish Council on 16<sup>th</sup> April 2025. I would take this opportunity to thank Jane Spence, the Parish Clerk, for her help and assistance.

I reviewed the information available on [www.potterspurvyparishcouncil.gov.uk](http://www.potterspurvyparishcouncil.gov.uk). I was able to access a well ordered and detailed set of documents and records. By examination of these documents & records plus further questioning, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Return Form 3. I am satisfied that effective policies and procedures together with systems to manage, monitor and control the Council's business are in place. Accordingly, I was able to answer 'yes' to all relevant questions and have signed the Return as required.

- I note that the PC will be moving to .gov emails in the near future.

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Yours sincerely,



Lynn Lavender MA FSLCC  
Cilca & Pialc  
Internal Auditor to the Council  
Lynnlavender\_5@hotmail.com

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

	Year ending 31 March 2024	Year ending 31 March 2025
1. Balances brought forward	51261	62073
2. Annual precept	59965	58330
3. Total other receipts	7961	15424
4. Staff costs	14377	15772
5. Loan interest/capital repayments	127	127
6. Total other payments	42610	62816
7. Balances carried forward	62073	57112
8. Total cash and investments	62073	57112
9. Total fixed assets and long-term assets	321795	323999
10. Total borrowings	395	291

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2024)*. 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://northantscalc.gov.uk/practitioners-guide>.