



West Hunsbury Parish Council Audit Plan

Adopted Feb 2021

The audit plan consists of several documents. These are listed below;

- Internal Control Procedures
- Internal Control terms of Reference
- Scope and Nature of Internal Controls and Internal Audit
- Financial Management and Business Risk Assessment

These documents form the basis of the audit plan which is managed by the Clerk & RFO.

The parish council has a contract with Northants Calc internal audit service. The Clerk undertakes to complete the year end and the Annual Return every year in a timely manner. The Clerk also undertakes to accommodate the appointed internal auditor and provide answers to any queries raised within the given timescale.

The Clerk will then send off the completed documents to the External Auditor within the given deadline.

The Clerk will minute when the Internal audit report and the External audit report are received. Any actions required in these reports will also be minuted and then actioned.