

Internal Audit Report

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

Name of council:	West Hunsbury Parish Council		
Name of Internal Auditor:	L Lavender	Date of report:	15-04-2026
Year ending:	31 March 2026	Date audit carried out:	15-04-2026

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 West Hunsbury Parish Council on 15th April 2026. I would take this opportunity to thank Fiona Young, the Parish Clerk, for her help and assistance.

I reviewed the information available on www.westhunsburyparishcouncil.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.

Comments

- I note the new website will be further developed & individual emails have been issued
- I recommend that a data audit/map is produced during this financial year.
- The PC to ensure receipt of the completion of audit certificate is minuted.

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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 2025	Year ending 31 March 2026
1. Balances brought forward	38894	45018
2. Annual precept	27500	28500
3. Total other receipts	6874	1099
4. Staff costs	14164	15321
5. Loan interest/capital repayments	-	-
6. Total other payments	14086	21524
7. Balances carried forward	45018	37772
8. Total cash and investments	45018	37772
9. Total fixed assets and long-term assets	37438	42459
10. Total borrowings	-	-

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England – The Practitioner’s Guide*). 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>.