



## Internal Audit Report.

This audit report is to read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return.

Council:	Willingham by Stow
Internal Auditor:	Stacey Knowles
Year Ending:	March 2024
Date of Report	14 <sup>th</sup> May 2024

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 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.**

# Lincolnshire Association of Local Councils

## Internal Audit Report

### To the Chairman of Willingham by Stow

I have examined council business including policies, agendas & minutes, accounting and financial statements and other documents relevant to this audit. Together with the interim audit report dated 13<sup>th</sup> December 2023, this forms the completed internal audit for the year ending March 2024.

A few areas were identified in the audit conducted in December 2023 where actions were recommended and are offered as suggestions for improvement. Many of these recommendations have now been implemented including:

- adoption of a retention schedule (published on the website)
- agreed purchase of a fire proof container for hard copy documents
- set up a debit card to ensure the clerk is not using personal cards
- reviewed the asset register and made arrangements for regular inspection of assets
- adopted a co-option policy
- completed a DSE assessment
- reviewed council email addresses

A few items from the previous report are outstanding but the Clerk/RFO is aware and will be implementing these or bringing these to the council for consideration.

Three further transactional checks were carried out during the audit. There was an audit trail from authority to incur expenditure through to receipt of invoice and payment.

Thank you to Lisa for her time in carrying out this audit. Lisa continues to manage an effective system for governance and financial management on behalf of the council.

Yours sincerely

**Stacey Knowles**

Internal Auditor

Lincolnshire Association Local Councils

Date: 14<sup>th</sup> May 2024