

# RISBY PARISH COUNCIL

## REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT

1. Does the internal audit sufficiently cover all aspects of the financial controls relevant to the council (for example risk management, detection of fraud, internal controls) and are terms of reference in place and approved?

Yes, Risby Parish Council's Financial Regulations were reviewed at the meeting on 7<sup>th</sup> July 2022. The document '*Procedure for Online Banking*' was approved at the meeting on 2<sup>nd</sup> September 2021. This documents sets out the procedures and controls in place when using online banking.

Financial checks are carried out at every meeting and a checklist of internal controls is completed by a councillor confirming that these checks have taken place. Bank statements are cross referenced against payments as listed in the accounts to ensure that there are no discrepancies and bank balances verified against the Council's accounts.

2. Is the internal auditor independent (i.e. does not have any role within the Council)?

Yes. The internal auditor does not have a role within the Council.

3. Is the internal auditor competent to carry out their work ethically, with integrity and objectivity? Is there any evidence to suggest that this may not be the case?

Yes, in 2021/22 Risby Parish Council's internal audit was carried out by Mrs C Whitaker and a detailed report received. She is a parish clerk for Exning Parish Council and town clerk and financial manager to Newmarket Town Council. There is no evidence to suggest that she did not carry out the work ethically, with integrity and objectivity

4. Is the Responsible Officer consulted in the internal audit plan?

Yes.

5. Are the responsibilities of members of the Council understood and has the necessary training been undertaken?

Yes

6. Is there a plan in place for when the internal audit will be undertaken and does the plan properly take account of corporate risk?

The internal audit takes place in April prior to the accounts being approved at the Annual Meeting in May. The internal auditor's report will be presented to the Parish Council at the May meeting and any issues raised by the internal auditor will be discussed at the meeting and an action plan produced.

Reviewed: 5<sup>th</sup> January 2023