

OLD PARISH COUNCIL AUDIT PLAN

Prior to year end the council must appoint an independent internal auditor. The independent internal auditor (IIA) is currently NCALC.

The external auditor is appointed by the Audit Commission. The external auditor is currently PKF Littlejohn LLP.

Council financial procedures require the production of reconciled accounts at year end. The accounts will be reconciled by the RFO as soon as possible following receipt of the bank statements for year end. Thereafter the accounts will be presented to council for approval and completion of the required sections of the Annual Governance and Accountability Return (AGAR). This will take place at the next meeting following the production of the reconciled accounts.

The RFO will make an appointment with the IIA no later than 31 April. The IIA will carry out the necessary reviews and appraise procedures, policies and records to complete the required audit work and the relevant section of the Annual Governance and Accountability Return (AGAR). The report issued and all matters raised by the IIA will be reported to and reviewed by council at the next meeting. Council will adhere to the comments of the IIA.

The relevant AGAR forms will be sent for external audit by the date required by the external auditors. The AGAR 2019/20 Part 2 submission is required by 31st July 2020.

A period of time is allowed for the exercise of electors' rights to inspect the AGAR and accounts. This period is usually set annually by the external auditors. The RFO will display the notices for the exercise of electors' rights on both the website and in all of the council notice boards for the required period of time. Exercise of Electors Rights should start on or before 21st September 2020. Proposed date is 15th June to 24th July 2020.

Following submission of the AGAR to the external auditor any issues arising will be presented to council at the next meeting. Council will adhere to the comments of the external auditors.

All AGAR forms, accounts and audit reports will be placed on the website.

A review of the effectiveness of the internal audit process will be undertaken annually. The Risk Assessment and Risk Management Policy will be reviewed annually.

Reviewed and Approved by Council on 20th May 2020.