



Internal Audit Report

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

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.

Council:	Colsterworth and District Parish Council
Internal Auditor:	Cathryn Nicoll
Year Ending:	31 March 2025
Date of Report:	15 November 2024

Lincolnshire Association of Local Councils Internal Audit Report

To the Chairman of Colsterworth and District Parish Council

I have examined council business including policies, agendas and minutes, accounting and financial statements and other documents relevant to this audit.

This Council is very well managed by all concerned; the Councillors and Clerk/RFO are working well to ensure the community is well served and it feels a good place to live.

Comments and recommendations are shown below.

Thank you for your hospitality Sue in accommodating this intermediate audit, please do get in touch when the end of financial year processes have been completed.

Governance

- Terms of Reference (ToR) have been put in place however I recommend that separate ToRs are put in place for Highways/Footpaths and Environment/Amenities. If a generic document is maintained there should be separate sections for the two working groups.
- Scheme of delegation to be considered and implemented for the Finance and Administration Committee

Transparency

- Providing the past five years annual returns are displayed older returns could be archived.

Accounting

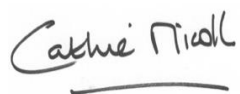
- Bank mandate needs review in the light of a recent councillor resignation.

Proper Process / Practice

- South Kesteven District Council to be contacted as one Councillor's Register of Interests is not displayed - has been sent.

Payroll and HR

- The direct line management of the Clerk/RFO is the Chair of the Finance and Administration Committee who is also the Vice-Chair of Council.
- I am pleased to note that the Chair and Clerk/RFO have an excellent working relationship.



Cathryn Nicoll
Internal Auditor - Lincolnshire Association of Local Councils
Date: 20 November 2024