

CRINGLEFORD PARISH COUNCIL
Annual Internal Audit Report
(as required by section 151 of the Local Government Act 1972)
Financial Year 2020/21

I have in the (virtual) presence of Mrs Sonya Blythe (Parish Clerk) inspected the parish council documents as appropriate, and in line with, the scope of the interim audit requested. Sonya also acts as the Responsible Finance Officer for the council. Mr Trevor Wang is presently Chairman of the Council. I would like to thank the Parish Clerk for providing me with all the information required to carry out the audit.

The Parish Council controls several key assets such as the Willow Centre (where its meetings are held), a sports pavillion and a recreation ground.

There were no formal recommendations made in the last annual internal audit report.

Cringleford Parish Council has calculated and agreed an annual precept of £300,636 (the Council's meeting of 14th January 2021 refers). A total of £399,920 was received in Section 106 funds, commensurate with ongoing development in the parish. This will be allocated to open spaces on Roundhouse Park. There are no unexplained variances in the budget. General Reserves stand at £304,000.

Staff salaries (including that of the Clerk) are paid in accordance with members approval and statutory guidance, and documented in the relevant minutes. PAYE and NIC have been properly operated (all relevant records being submitted for inspection). Income & Expenditure is used as the basis for accounting.

As mentioned in my interim report (dated December 2020), the pandemic has had a detrimental effect on income from the Willow Centre. This is in common with many other councils and is a direct consequence of COVID restrictions. The council's website is of a high standard, containing lots of useful information, and is regularly updated with minutes and agendas of meetings.

Also mentioned in my interim report: Financial Regulations, Standing Orders and Risk Assessments are of a high standard and are regularly reviewed. Financial record keeping is also of a high standard and readily accessible to members and the public (via the Council's website). The bank is reconciled on a monthly basis. I have inspected the Assets Register and have found this to be complete and accurate. I would suggest that up to date land valuations are sought periodically to keep the Register up to date (and I am assured this happens).

Member training was flagged up in my interim report as being important in improving councillors' knowledge and decision making. COVID has interfered with this programme but I am pleased to learn that some members are receiving online financial training with NALC.

I would make no formal recommendations to members as I believe that governance procedures and accountancy records for this council are of a high standard.

In conclusion, I am satisfied that this busy parish council is functioning well, amidst the continuing pandemic, and is fully discharging its legal and statutory responsibilities.

In accordance with the above I have duly signed and completed Part 3 of the Annual Governance and Accountability Return 2020/21. I commend this report to Council members.

ROBIN GOREHAM

(Internal Auditor)

April 2021