

**TITCHMARSH PARISH COUNCIL – REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**  
**30 March 2017**

**1. Meeting the Standards**

<b>Expected Standard</b>	<b>Evidence of Achievement</b>	<b>Y/N</b>	<b>Areas of Development</b>
<b>1.Scope of Internal Audit</b>	<ul style="list-style-type: none"> <li>• Appointment of Internal Audit agreed at the Parish Council and minuted accordingly</li> <li>• List of Council Policies (see appendix 1) – reviewed regularly.</li> </ul>	Y	
<b>2. Independence</b>	<ul style="list-style-type: none"> <li>• The Internal Auditor does not live in the Parish Council Area and holds no other role within the Parish Council (via NCALC)</li> <li>• Standing Orders are reviewed annually</li> <li>• Financial regulations are reviewed annually</li> <li>• Internal Auditor reports to the Parish Council meeting.</li> </ul>	Y	Note financial regulations reviewed January 2017 and adopted February 2017
<b>3. Competence</b>	<ul style="list-style-type: none"> <li>• Members have agreed that the Internal Auditor carries out his work ethically, with integrity and objectively.</li> </ul>	Y	
<b>4. Relationships</b>	<ul style="list-style-type: none"> <li>• The Parish Clerk/RFO meets with the Internal Auditor to agree dates to review files, reports etc. (via NCALC)</li> <li>• Responsibilities of Officers and Internal Auditor are defined</li> <li>• Responsibilities of Parish Council members are understood by Financial awareness training or experience.</li> </ul>	Y	Financial Awareness Training ongoing
<b>5. Audit Planning and reporting</b>	Dates for Internal Audit is agreed between the Parish Clerk/RFO and Internal Auditor (informal) (Via NCALC)	Y	

## 2. Characteristics of Effectiveness

Characteristics of Effectiveness	Evidence of Achievement	Y/N	Areas of development
6. Internal Audit work is planned	<ul style="list-style-type: none"> <li>• Parish Council annually produce a risk assessment Statement</li> <li>• Parish Council agrees an annual budget statement</li> <li>• Parish Council maintains an asset register</li> <li>• Annual Return published on Parish Council's Web Site</li> </ul>	Y	
7. Understanding the whole Organisation its needs and objectives	<ul style="list-style-type: none"> <li>• The Parish Council has a copy of "Governance and Accountability for Local Councils – a Practitioners Guide (2014)"</li> </ul>	Y	
8. Be seen as a catalyst for change	<ul style="list-style-type: none"> <li>• Parish Council approves:-</li> <li>• Risk Assessment Statement</li> <li>• (Annually) Review of Insurance Cover (Annually) Regular Financial Statements</li> <li>• Internal control procedures /regular scrutineers report</li> <li>• Income/Expenditure Budgets</li> </ul>	Y	
9. Add value and assist the organisation in achieving its objectives	<ul style="list-style-type: none"> <li>• Audit reports to appropriate Parish Council Meetings including any recommendations to be noted or implemented.</li> </ul>	Y	Ongoing
10. Be forward looking	<ul style="list-style-type: none"> <li>• Parish Clerk /RFO Meetings with Internal Auditor</li> </ul>	Y	
11. Be Challenging	<ul style="list-style-type: none"> <li>• Audit Reports to Parish Council Meetings</li> <li>• The Parish Council has introduced a number of</li> <li>• Policies</li> </ul>	Y	
12. Ensure the Right Resources are available	<ul style="list-style-type: none"> <li>• Resources made available to Internal Audit: - see separate list attached appendix 1</li> </ul>	Y	