

Terms of Reference for Internal Auditor

The purpose of internal audit is to review and report to Kimpton Parish Council on whether its systems of financial and other internal controls over its activities and operating procedures are effective. Internal audit is an independent, objective assurance activity designed to improve the council's operations.

Kimpton Parish Council engages with IAC Limited for the purposes of an internal audit service on an annual basis.

Roles and responsibilities

IAC Limited will conduct the internal audit work for your Council in relation to the 2023 Annual Return and such subsequent Annual Returns as required by the Council.

The work undertaken will specifically relate to the Annual Internal Audit Report, and aiding the Council to fulfil its obligations under Section 1 of the Annual Return. In conducting this work we will comply with the requirements of

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)'
- The Accounts and Audit (England) Regulations 2015 (as amended)
- Such other guidance and best practice that may be prevailing from time to time.

Additional internal audit work in relation to the Council's obligations under the regulations may also be undertaken by separate agreement.

Audit planning

IAC Limited will plan our audit with due care to ensure that the appropriate level of resources is made available to conduct our work, and that the council can meet its statutory reporting obligations.

Reporting

IAC Limited will prepare a summary report on areas of non-compliance where such non-compliances are limited in nature and result in an unqualified internal audit report.

Where it may be necessary to qualify an internal audit report we shall prepare a detailed report on those areas of non-compliance which have led to a qualification.

Where necessary IAC Limited will attend council meetings, or other meeting with officers or councillors to discuss the audit report and findings. IAC Limited reserve the right to raise an additional fee in relation to attendance at such meetings, but will agree this fee, if any, in advance of such a meeting.

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Independence and competence

IAC Limited will ensure that staff conducting, and supervising audits are appropriately trained and

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qualified for the level of work undertaken.

IAC Limited will ensure that we maintain independence from the day to day activities of the council. IAC Limited will not provide additional consultancy or advisory services to the council which may compromise their audit independence.

Access to information, members and officers

In undertaking the audit work, IAC Limited will be provided such information as may be reasonably required to complete the audit, subject to reasonable notice. Where IAC Limited have requested, but the council has been unable to provide, such information as they require IAC Limited will notify the council in writing of the information that was not received.

The records made available to IAC Limited by the council will be sufficiently well ordered and maintained as to permit a timely and effective audit.

In order to complete the audit work IAC Limited will be provided with access to such records, officers or members as may be appropriate and necessary.

Remuneration

The fee for the audit work will be in accordance with the prior agreed fee. The fee includes all travel and out of pocket expenses. If additional audit time is required, then this would be discussed and invoiced.