

## **Internal Audit Year End 31<sup>st</sup> March 2016**

### **Terms of Engagement for Internal Auditor –**

1. Purpose of Internal Audit – To assist the council in fulfilling its responsibility to have and maintain proper arrangements for the prevention and detection of fraud, error or mistake. To test council's internal controls sufficient for the proper completion of an annual internal audit report. The report should provide an assurance for council to complete question 2 and 6 in its annual governance statement.
2. Scope of Internal Audit – Suggested method of approach as per Appendix 9 of "Governance and Accountability in Local Councils in England"
3. Independence – The Internal Auditor: should have no other role within the council, provide an audit report in his own name and have direct access to those charged with governance.
4. Competence – No formal qualification is needed but an understanding of basic accountancy procedures; the role of internal audit, awareness of risk management and understanding of the legal framework and powers of local councils is required.
5. Relationships – Officers, members and Internal Auditor to understand their own responsibilities and have agreed the plan for Internal Audit.
6. Audit Planning & Reporting – The Audit plan should properly take account of all the risks and be approved by council. Internal Auditor should complete Section 4 of the Audit Commission Annual Return and report in writing in accordance with the Audit plan by 1<sup>st</sup> May 2016.  
The Internal Auditor's report will be considered by the Parish Council at the first opportunity.
7. Period of engagement – Audit for year ending 31 March 2016.