

Marcham Parish Council

Internal Audit Plan

This Internal Audit Plan runs from January of each year. It actually covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April.

January	<ol style="list-style-type: none"> 1) The Internal Audit Review Working Party to meet with the Clerk to review the effectiveness of the Internal Audit. 2) The Internal Audit Review Working Party to meet with the Clerk to review the Council's system for internal financial control. 3) The Internal Audit Review Working Party to check that the Council has carried out a risk assessment in the last twelve months. 4) The Internal Audit Review Working Party to meet with the Clerk to review this Audit Plan. 5) The Internal Audit Review Working Party to meet with the Clerk to review the Terms of Reference for the Internal Auditor.
February	<ol style="list-style-type: none"> 1) The Council to receive a report from the Internal Audit Review Working Party on the effectiveness of the Internal Audit. 2) The Council to approve this Audit Plan. 3) The Council to approve the Terms of Reference for the Internal Auditor. 4) The Council to appoint the Internal Auditor for the 16 months starting in April.
April	Start of the new financial year.
May / June	<ol style="list-style-type: none"> 1) The Internal Auditor to receive the accounts for the last 12 months.
June	<ol style="list-style-type: none"> 1) The Internal Auditor to meet with the Clerk and a member of the Council's Internal Audit Review Working Party to note any issues raised by the Internal Auditor.
July	<ol style="list-style-type: none"> 1) The Council to review any issues raised by the Internal Auditor. 2) The Council to review if the Internal Audit has been carried out ethically and with integrity and objectivity. 3) The Council to receive a copy of the Annual Return to the External Auditor, and to approve it. 4) Council to note any issues which may need to be addressed in the next Audit cycle.
Sept / Oct	<ol style="list-style-type: none"> 1) Council to receive a report from the External Auditor.