



# ***Buckland & Chipping Parish Council***

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## **Audit Plan March 2025**

**Please note this forms part of our internal controls process**

<b>Action</b>	<b>Proposed Month</b>
Council to approve terms of reference for Internal Auditor.	January
Council to Appoint internal auditor.	January
Council to review financial and management risk assessment.	January
Council to complete annual return.	April/May
Internal Auditor to receive all accounts for the year end.	April/May
Council to review any issues raised by auditor.	May-July
Council to review that audit has been carried out in line with recommended practise (ethically and with integrity and objectivity).	May-July
Council to send annual return to external auditor.	May-June
Electors able to exercise their rights.	June/July
Council to obtain quotes from alternative suppliers	April/May
Council to review effectiveness of internal control.	May/Dec
Councillors to receive report from external auditors.	Sept is chosen to be externally audited
Council to review financial systems and control.	December/May
Council to review audit plan.	December
Council to review effectiveness of Internal auditor and audit. /Internal controls	Dec/May
Council to review Financial Regulations.	May