

Thursford Parish Council

Internal Audit Report

For Thursford Parish Council

Financial Year 25/26

Prepared by Di Dann, CiLCA , FILCA, PIALC qualified

11th April 2026

T 01328 878196

E mail didann@outlook.com

I have completed an internal audit of the accounts for Thursford Parish Council for the year ending 31st March 2026

My findings are detailed below using the tests provided in the **Governance and Accountability (England) March 2025**

I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced to the bank?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Do the Financial Regulations comply with the financial details which must be included in Standing Orders?	Yes
	Date Standing Orders last reviewed	September 2025
	Date Financial Regulations last reviewed	September 2024
	Has a Responsible Financial Officer been appointed with specific duties?	Yes Unavailable
	Is this evidenced in a Job Description?	
	Have goods over £5000 been competitively purchased?	N/A
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes
	Has VAT on payments been identified, recorded and reclaimed? When was the last reclaim submitted?	Yes 24/25 reclaim received 9/25 25/26 Repaid 2/26
	Has s137 expenditure been approved and separately recorded and within statutory limits? (where applicable)	N/A GPC adopted

Internal control	Test	Observations
	Has a councillor been appointed as an Internal Control Officer?	Yes Nov 2025
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Yes March 2026
	Does the Scheme detail all potential risk areas?	Yes
	Is insurance cover appropriate and adequate?	Yes
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	Yes January 2026
	Has the precept been calculated from the budget and been approved?	Yes
	Does the budget include an actual completed year (as well as the previous years budget)?	Yes
	Is actual expenditure against budget reported to the council during the year as well as at budget time?	Yes
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes

Internal control	Test	Observations
	Does the precept recorded agree to the Council Tax authority's notification?	Yes
	Are security controls over cash and near-cash adequate and effective?	No Petty Cash held. No cash received.
Payroll controls	Do all employees have contracts of employment, a job description all with clear terms and conditions?	Yes – Contract in place
	Do salaries paid agree with those approved by the council? When was any salary increase approved?	Yes Local Government Pay Award considered and approved September 2025 25/77 (ii)
	Are salaries above the National Living Wage/Minimum Wage?	Yes
	Are other payments to employees reasonable, supported by invoices and approved by the council?	Yes
	Have PAYE/NIC been properly operated by the council as an employer?	Yes
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes - reviewed May 2026
	Are the assets and Investments registers up to date?	Reviewed May 2026 See below
	How are asset valuations recorded?	Replacement cost

Internal control	Test	Observations
Bank reconciliations	Is the bank reconciled to the cash book and is this reported to council and minuted ? How regularly is this done?	Yes For meetings
	Are there any unexplained balancing entries in any reconciliation?	No
	Does the end of year bank reconciliation include all cash held? (Other than long term investments)	Yes – (1 Bank Account, 1 Investment Account)
	Is this figure correctly entered in AGAR?	Yes
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes – R & P
	Do accounts include a comparison to the previous year?	Yes
	Have variations (+/- 15%) been detailed numerically and quantitatively?	Yes
	Is the year end balance broken down into a Working Balance and Reserves?	Yes
	Where appropriate, have debtors and creditors been properly recorded?	N/A
Procedural	Appointment of the IA has been agreed – minute reference	Yes
	Have points raised on the last Internal Audit report been considered by council and actioned?	Yes

Internal control	Test	Observations
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes
Best Practice for those exceeding £25,000 - £200,000	Payments over £100 detailed on website?	Yes
	Electors' rights advertised on website?	Yes
Over £200,000 a legal requirement	Councillors' responsibilities detailed on website?	Yes
	Last financial year's AGAR on website, including Auditor Reports, Variations and Y/E Bank Reconciliation.	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Detailed on Asset Register (see below)
Burial Authorities only	Are fees levied in accordance with the Council's approved scale of fees and charges?	Yes
	Have fees for the cemetery been reviewed and agreed by Council?	Review undertaken 24/25
	Were comparisons made with other cemeteries prior to setting the fees?	N/A
	Have burial books been kept up to date and are they safely stored?	Yes
Box 10 Assertion 10	Data Protection Policy in place?	Yes

Internal control	Test	Observations
	Generic e mail account hosted on an authority owned domain?	Yes
	Website Accessibility Statement on the website?	Yes
	Council registered with the ICO?	Yes
	IT Policy adopted and on the website?	Yes
	Is there an FOI Publication Scheme?	Yes
	Is it on the website?	Yes
	Is it regularly updated?	Yes

Summary of my recommendations:

Documents

1) Asset Register

Noted that this was reviewed in May 2025. At next review include purchases made during 25/26– the cemetery notice board; the new defibrillator.

2) Internal Control Policy

The IC Policy recommends the appointment of an Internal Control Officer, to undertake 2 inspections per financial year. I would recommend that this is reported and minuted when completed.

Governance

Noted that there was an agreement on “Matters Arising”. 12th May 2025 25/49 Moles. No decisions should be made on matters not on the agenda. Council to note that “Matters Arising” is for information only.