

# Horsford Parish Council

## Internal Audit Report

For Horsford Parish Council

Financial Year 25/26

Prepared by: Maureen Anderson-Dungar

Date: 24 April 2026

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I have completed an internal audit of the accounts for Horsford Parish Council for the year ending 31<sup>st</sup> 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 in Standing Orders?	Yes
	Date Standing Orders last reviewed	5 January 2026
	Date Financial Regulations last reviewed	5 January 2026
	Has a Responsible Financial Officer been appointed with specific duties? Is this evidenced in a Job Description?	Yes Copy of Contract and Job Description supplied for audit.
	Have goods over £5000 been competitively purchased?	Not applicable during year under review.
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes, all supplied, payment schedule presented to each meeting and included in Minutes.
	Has VAT on payments been identified, recorded and reclaimed? When was the last reclaim submitted? Has s137 expenditure been approved and separately recorded and within statutory limits? (where applicable)	Yes. Claim submitted 31 March 2026  One payment identified in accounts and Minutes 5.1.26. and well inside statutory limit

Internal control	Test	Observations
	Has a councillor been appointed as an Internal Control Officer?	No, Council has a Finance Committee, all financial matters included on monthly Council meeting Agenda, payments authorised by full Council and Minuted.
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, reviewed on 5 May 2025.
	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. 7 December 2024 Minute 9.3
	Has the precept been calculated from the budget and been approved?	Yes
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget reported to the council during the year as well as at budget time?	Not as such, but all finances reported to Council at monthly meetings. There is also a Finance Committee
	Are there any significant unexplained variances from budget?	No

Internal control	Test	Observations
Income controls	Is income properly recorded and promptly banked?	Yes, all income via BACS.
	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 cash held
Petty cash procedures (if applicable)	Is all petty cash spent recorded and supported by VAT invoices/receipts?	No petty cash system
	Is petty cash expenditure reported to each council meeting?	N/A
	Is petty cash reimbursement carried out regularly?	N/A
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Yes.
	Do salaries paid agree with those approved by the council?	Yes. Annual increases added to Contract of Employment.
	Are salaries above the National Living Wage/Minimum Wage?	Salary in accordance with NALC/SLCC pay scales
	Are other payments to employees reasonable and approved by the council?	Additional payments to the Clerk recorded on payslips and approved by full Council.
	Have PAYE/NIC been properly operated by the council as an employer?	Yes, regular payments made.

Internal control	Test	Observations
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	Yes. Reviewed 2 March 2026
	How are asset valuations recorded?	Purchase Price used as Insurance Value
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes. Reported to each monthly Council meeting
	Is a bank reconciliation carried out regularly and in a timely fashion?	Bank reconciliations monthly, circulated with meeting papers, discussed and approved by Full Council and signed by the Chairman.
	Are there any unexplained balancing entries in any reconciliation?	None
	Does the end of year bank reconciliation include all cash held?  (Other than long term investments)	Yes. All bank accounts included
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes, Receipts & Payments basis
	Do accounts agree with the cash book?	Yes
	Do accounts include a comparison to the previous year?	Yes
	Have variations (+/- 15%) been detailed numerically and quantitatively?	Yes

Internal control	Test	Observations
	Date AGAR to be considered by Council	5 May 2026
	Where appropriate, have debtors and creditors been properly recorded?	N/A
Procedural	Appointment of the IA has been agreed – minute reference	2 March 2026, Minute 7.4
	Have points raised on the last Internal Audit report been considered by council and actioned?	Report considered by Council 6 May 2025 and adopted with recommendations actioned.
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Not applicable to this Council
	Agendas for whole year on website?	N/A
	Payments over £100 detailed on website?	N/A
	Electors' rights advertised on website?	N/A
	Councillors' responsibilities detailed on website?	N/A
	Last financial year's AGAR on website?	N/A
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	N/A
Burial Authorities only	Are fees levied in accordance with the Council's approved scale of fees and charges?	Not applicable to this Council
	Have fees for the cemetery been reviewed and agreed by Council?	N/A

Internal control	Test	Observations
	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?	N/A
	Has a list of allotment holders with amounts paid to Council been submitted?	List included in accounts. Clerk holds Allotment register. Recommend this is presented to Council at Allotment rent review time.
	Have fees for the allotments been reviewed and agreed by Council?	Yes. Meeting on 6 October 2025 Minute 9.2
	Has a Financial Risk Assessment been undertaken for any larger projects undertaken?	No large projects during year under review. One to be undertaken summer 2026, financial risk assessment prepared for adoption by the Council.
Box 10 Assertion	Data Protection Policy in place?	Yes, updated January 2026
	Generic e mail account hosted on an authority owned domain?	Yes
	Accessibility Statement on the website?	Yes
	Council registered with the ICO	Yes
	Website meets Web Content Accessibility Guidelines?	In the main, non-compliant items are listed with reasons
	Is there an FOI Publication Scheme?	Yes
	Is it on the website?	Yes
	Is it regularly updated?	Yes, next review February 2028

**Reasons for any “NO” Boxes on the Internal Auditor’s Report:**

(Note that if the Council is over £25,000 the information below should be sent to the External Auditor.)

**Summary of my recommendations:**

I can confirm that the one item outstanding from the 2023/24 report, namely the identification of s.137 payments in the Minutes has been addressed.

The Council considered my internal audit report for 2024/25 at the meeting on 6 May 2025, at which my recommendation that the Chairman initials each page of the Minutes in addition to signing/dating the last page was accepted and has been actioned during the year under review.

My recommendation for 2025/26 is as follows:

**Allotments** - The Clerk maintains a register of allotment holders, which should be presented to full Council during the year; my suggestion would be at budget time after rent invoices have been issued and rents received.

My compliments to the Clerk on the excellent standard of clarity and presentation of all the documents provided for audit.

M. E. Anderson-Dungar

24 April 2026

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Signed

Date

## SUPPLEMENTARY SHEET

BOX F – Not covered as the authority had no cash transactions during the year. However, there is provision within Financial Regulations for dealing with cash.