

Internal Audit Report Sloley Parish Council

Financial Year 2024/2025

Prepared by: Tracy Neave

I have completed an internal audit of the accounts for Sloley Parish Council year ending 31st March 2025.

My findings are detailed below using the tests provided in Smaller Authorities Proper Practice Panel 2025.

I would like to thank Anne Tandy for providing me with all the information required for the internal audit and the Council for appointing me.

Internal Audit for the year ending 31st March 2025

1. Proper Bookkeeping: I have checked the payments and receipts to the cashbook and all invoices/documentation presented to me. There are no unusual items however there is no evidence the VAT return has been completed. (*unable to say yes to Internal Control objective B*)
2. Income Controls: I have reviewed receipt of the Precept and income for the year.
3. Financial Regulations/Standing Orders: I am able to see that these have been reviewed in the previous year however internal control reviews are not undertaken. (*unable to say yes to Internal Control objective I*)
4. The bank statements and bank reconciliations are not signed as per the financial regulations. (*unable to say yes to Internal Control objective I*)
5. Budgetary Controls: A budget has not been presented and approved by the Council which should be undertaken as evidence for the Precept request. (*unable to say yes to Internal Control Objective D*)
6. Payroll controls: I have checked and seen evidence of payslips/PAYE documentation but no Pension information. It is good practice to produce Year to date reports at the time of printing a wage slip (available on HMRC Basic Tools) as it supports tax record keeping
7. Risk Arrangements: There are risk assessments and review in place.
8. Delegation to the clerk: This should be an item agenda once a year so that the Council agree to delegate certain duties to the clerk.
9. There is no available financial information on the website in relation to the AGAR 2023/24 and no signed documentation for the evidence relating to the execution of public rights. (*unable to say yes to Internal Control Objectives K,L,M,N*)

Audit completed by Tracy Neave 7th June 2025