Internal Audit Report for Holton Parish Council

for the period ending 31 March 2026

Clerk	Elaine Day
RFO (if different)	
Chairperson	Ed Rolph
Precept	£15,604.00
Income	£20,207.00
Expenditure	£16,384.00
General reserves	£13,000.00
Earmarked reserves	£41,297.00 (includes CIL £20,166)
Audit type	Annual – Exempt Authority – Income & Expenditure less than £25,000)
Auditor name	**Karen Hall-Price**

Introduction

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council. To achieve this SALC adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws, and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity, and corruption

- the integrity and reliability of information, accounts, and data

Methodology

When conducting the audit, the internal auditor may:

- conduct a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete the Annual Internal Audit Report 2025/26 of the Annual Governance and Accountability Return (AGAR)
- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws, and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being conducted as planned

Section 1 – Financial Regulation and Standing Orders The internal auditor will check the date the Council conducted its annual review of both Standing Orders and Financial Regulations and in particular check if these are based on NALC'S latest model which include legislative changes.		
Evidence		*Internal auditor commentary*
Have Standing Orders been adopted, up to date and reviewed annually?	*Yes*	*Council's Standing Orders, are based on the latest model published by the National Association of Local Councils (NALC), April 2025 and are fully tailored to the council.* *Council approved its Standing Orders at a meeting of council held 14th May 2025.Minute ref: 20:12*
Are Financial Regulations up to date and reviewed annually?	*Yes*	*Financial Regulations, as seen on the Council's website, are based on the model published by NALC, Model Financial Regulations in April 2024. Council may wish to note that there are more upto date versions available that should be used for the review moving forward with provisions included as outlined under NALC Advice Note – Procurement, 3 February 2026 https://www.nalc.gov.uk/resource/procurement.html* *Council approved its Financial Regulations at a meeting of council held on 14th May 2025. Minute ref: 20:13.*
Has the Council properly tailored the Financial Regulations?	*Yes*	*The Council's Financial Regulations have been tailored to the Parish Council*
Has the Council appointed a Responsible Financial Officer (RFO)?[1]	*Yes*	*In accordance with Section 151 of the Local Government Act 1972 (financial administration), the Council has appointed a person (the Clerk) to be responsible for the administration of the financial affairs of the relevant authority as part of the Financial regulations but also re-affirmed at the May14th May 2025 meeting. Minute ref: 20:15 refers.*
Additional comments:		

[1] Section 151 Local Government Act 1972

Section 2 – Budgetary controls The internal auditor will seek verification that budgets are properly prepared, agreed and monitored. In particular they will look for evidence of good practice in that the key stages of the budgetary process have been followed		
Evidence		Internal auditor commentary
Verify that budget has been properly prepared and agreed	*Yes*	*The budget for the year 2025/2026 in the sum of £17,255 was formally approved by full Council at a meeting on 8th January 2025 Minute ref: 14.8 refers*
Verify that the precept amount has been agreed in full Council and clearly minuted	*Yes*	*The precept for the year 2025 – 2026 was discussed and approved at the meeting of 8th January 2025 and set at £15,604.00. which would show as nil increase for a Band D Dwelling over that set for the previous year. This was discussed and reasons provided. Minute ref: 14:9 refers.*
Regular reporting of expenditure and variances from budget	*Yes*	*The minutes evidence that Council carried out its regular review covering the budget for the current year with a review of income and expenditure against budget along with forecasts for the remainder of the year on a qtly basis.*
Reserves held – general and earmarked[2]	*Yes*	*The Council, as at year-end, had:* ***Earmarked Reserves totalling £41,297.00*** • *CIL reserves are £20,166.00* • *Holton Post £1,300* • *Playground Equipment £19,831.00* ***General Reserves of £13,000*** ***Overall reserves - Earmarked + General reserves = £54,297.00.***
Additional comments:		

[2] In accordance with proper practices, the generally accepted minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months of Net Revenue Expenditure

Section 3 – Proper bookkeeping
The internal auditor will look at the methods and processes used to manage the council's accounts and in particular that it provides clear data for reporting and monitoring purposes. This includes checking information is accurate, kept up to date, referenced and verified.

Evidence		*Internal auditor commentary*
Is the ledger maintained and up to date?	*Yes*	*The council uses a spreadsheet to form the basis of their accounting system detailing receipts and payments. This ensures that the financial transactions of the parish council are as accurate as reasonably practicable. All transactions are well referenced and provide an effective tool for the basis of the council's internal controls.* *The Clerk provides data for analysis and produces clear financial statements for the parish council.*
Is the ledger on the correct basis in relation to the gross income/expenditure? *(*under Proper Practices, Councils are required to work on an Income & Expenditure basis when their gross income, or gross expenditure, exceeds £200,000 for 3 consecutive years)	*Yes*	*Council has elected to report its financial matters on a receipts and payments basis.*
Is the cash book up to date and regularly verified?	*Yes*	*Council follows Proper Practices in ensuring that its accounting procedure gives an accurate presentation of the financial position and provides good evidence to support the council's underlying statements which are verified against bank statements by council on a bi-monthly basis.*
Is the arithmetic correct?	*Yes*	*A number of spot checks were carried out and the functionality of the cashbook was found to be in order.*
Additional comments:		

Section 4 – Payment controls
The internal auditor will specifically check bank reconciliation including credit/debit cards and management approval processes and evidence that internal Financial Regulations (FO) are being followed. The internal auditor will examine how regular payments are managed and specifically seek evidence that these have been brought back to the Council for verification purposes especially where the actual payment made differs from the amount previously agreed. VAT should be clearly identified including evidence that claims have been correctly managed. The internal auditor will check if the Council has a clear understanding on eligibility in relation to the General Power of Competence and that s.137 has been correctly applied and managed.

Evidence		*Internal auditor commentary*
Is there supporting paperwork for payments with appropriate authorisation?	*Yes*	*A selection of random payments were cross checked against the cash book, bank statement and invoices and all were found to be recorded/ authorised in accordance with Proper Practices. A further spot check of items paid via the system from the Council's Accounts was also cross checked against cashbook, bank statements and invoices. All were found to be in order.*
Where applicable, are internet banking transactions properly recorded and approved?	*N/A*	*Internet banking is not operated and cheques are used for the settlement of the Council's expenditure. A two-signatory security system for payments settled is in place.*
Is VAT correctly identified, recorded, and claimed within time limits?	*Yes*	*VAT is identified in the cash book with and the reclaim for the period covering the year 2024-2025 in the sum of £700.40 was received to bank on 22/04/25 and verified. The 2025-2026 VAT has been appropriately identified in relation and correctly accounted for according to the council's business and non-business activities as £399.25 and has been reclaimed on 14/04/26.*
Has the Council adopted the General Power of Competence (GPOC) and is there evidence this is being applied correctly?[3]	*No*	*Council has not adopted the General Power of Competence*

[3] Localism Act

Are payments under s.137[4] separately recorded, minuted and is there evidence of direct benefit to electorate?	*Yes*	*Council clearly identifies s137 payments within its cashbook. Payments are reported to full council and are of clear benefit to the electorate. Payments for the year under review total £800.00 and are in accordance with statutory limits.*
Where applicable, are payments of interest and principal sums in respect of loans paid in accordance with agreements?	*No*	*Council has no such loan*
Additional comments:		

Section 5 – Income controls The internal auditor will seek evidence to ensure income is correct managed – recorded, banked, and reported and test mechanisms used to achieve this.		
Evidence		Internal auditor commentary
Is income properly recorded and promptly banked?	*Yes*	*Income is recorded in accordance with Council's Financial Regulations. A number of items of income were cross checked against cash book and bank statement and found to be in order and recorded in accordance with Proper Practices. In accordance with proper practices, the Clerk / RFO has ensured that the accounting records contain all day-to-day entries of all sums of money received and that income received is promptly banked.*
Is income reported to full council?	*Yes*	*Income received is reported to full Council within the financial reports submitted to full Council in accordance with council's financial regulations*

[4] *Section 137 of the Local Government Act 1972 ("the 1972 Act") enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The basic power is for a local council to spend money (subject to the statutory limit – of £11.10 per elector) on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.*

Does the precept recorded agree to the Council Tax Authority's notification?	*Yes*	*Council received precept in the sum of £15,604.00 paid in 2 instalments of £7,802.00 from East Suffolk District Council for the period under review as reported to full Council within its Financial Reports at its meetings in April and September. Evidence was provided showing a full audit trail from Precept being discussed and approved to being served on the Charging Authority to remittance advice showing the Precept to be paid and receipt of same in the Council's Bank Account.*
If appropriate, are CIL reporting schedules in accordance with the Regulations?[5]	*Yes*	*During the year under review, Council received CIL receipts of £3,903.04. The annual report for the year 2025-2026 details the following:* *Starting Balance £17,646.50* *Income Received £3,903.04* *Expenditure £1,383.26* *Balance Carried Forward £20,166.28* *The council has complied with its duty to produce annual reports that detail the amount of CIL funds received and spent and has demonstrated it understands the requirements to comply with its duty to produce and publish the annual report.*
Is CIL income reported to the council?	*Yes*	
Does unspent CIL income form part of earmarked reserves?	*Yes*	
Has an annual report been produced?	*Yes*	
Has it been published on the authority's website?	*Yes*	
Additional comments:		

[5] Community Infrastructure Levy Regulations 2010

Section 6 – Petty cash The Internal Auditor will seek evidence that the Council has followed its own policies, procedures, and verification processes and that these are up to date.		
Evidence		Internal auditor commentary
Is petty cash in operation?	*No*	Council does not operate a petty cash system.
If appropriate, is there an adequate control system in place?	*N/A*	
Additional comments:		

Section 7 – Bank reconciliation The internal auditor will seek to establish that the Council understands and can evidence good practice and internal control mechanisms in relation to bank reconciliation.		
Evidence		Internal auditor commentary
Is bank reconciliation regularly completed and reconciled with the cash book and cover every account?	*Yes*	A number of samples were tested. There is evidence of good financial practice, and the Council has implemented a system whereby bank reconciliation is correctly verified by the Council. This not only safeguards the Responsible Financial Officer but also fulfils an internal control objective.
Do bank balances agree with bank statements?	*Yes*	*Bank balances agree with period end statements and, as at year end (31st March 2026) the balance across the council's accounts stood at £54,297.16 as recorded in the Draft Statement of Accounts and on the Year-end Bank Reconciliation of £54,297.*

Is there regular reporting of bank balances at Council meetings?	*Yes*	*Overall there is regular reporting of bank balances within the detailed financial reports submitted to the council. Council continues with the system whereby the monthly reconciled bank accounts are presented to the council appointed Internal Controller ensuring that there is access to not only the reconciliation of the cash book to bank statements but also the underlying background evidence upon which the reconciliation is based.* *Comment: Approval of the bank reconciliation by the authority or an authority nominee is not only good practice but is also a safeguard for the Responsible Financial Officer and fulfils one of the authority's internal control objectives.*

Section 8 – Payroll controls The Internal Auditor will check salaries were approved in accordance with PAYE, NI, Pension and that there is a clear understanding that the clerk is not self-employed. The Internal Auditor will also review how payroll is managed including evidence of approval of payslips.		
Evidence		Internal auditor commentary
Do all employees have contracts of employment?	*Yes*	*Council had 1 employee on its payroll at the period end of 31st March 2026 Employment contracts were not reviewed during the internal audit but the Clerk to the Council has confirmed that a Contract of Employment in place.* *All salary payments are presented to the Council for approval and payments made in accordance with Council's own Financial Regulations.* *No employee is paid the national minimum wage*
Has the Council approved salary paid?	*Yes*	
Are all employees paid at least the minimum wage?	*No*	
Are arrangements in place for authorising of the payroll and payments to the council? Does this include a verification process for agreeing rates of pay to be applied?	*Yes*	*There are suitable payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the council has complied with its duties under legislation.*

Do salary payments include deductions for PAYE/NIC? Is PAYE/NIC paid promptly to HMRC?	*Yes*	*The payroll function for the year under review is operated in accordance with HM Revenue and Customs guidelines. Cross-checks were completed on three payments covering salary and PAYE were found to be in order. Deductions paid to HM Revenue and Customs during the year under review were made in accordance with timescales as set out in the regulations*
Is there evidence that the Council is aware of its pension responsibilities? Are pension payments in operation?[6]	*Yes*	Council is aware of its pension responsibilities. Pension red-declaration was due in January 2026 and applied for in November 2025.
Have pension re-declaration duties been carried out	*Yes*	*A redeclaration of compliance with regards to re-enrolment was submitted to the Pension Regulator in November 2025. Minute ref 33.16.*
Are there any other payments (e.g.: expenses) and are these reasonable and approved by the Council?	*Yes*	*There is a satisfactory expense system in place and all expenses claimed are approved by full council with supporting paperwork in place and reimbursed in accordance with Council's Financial Regulations.*
Additional comments:		

Section 9 – Year End procedures		
Evidence		*Internal auditor commentary*
Are appropriate accounting procedures used?	*Yes*	*The Internal Auditor confirms that, having reviewed the year-end files, there is a full underlying financial trail from financial records to the accounts produced*
Financial trail from records to presented accounts	*Yes*	*The end of year accounts and supporting documentation were well presented for the internal auditor review.* *There is a full audit trail from records to presented accounts.*

[6] The Pension Regulator – website click here

Has the appropriate end of year AGAR[7] documents been completed?	*Yes*	*As Council is a smaller authority with gross income and expenditure not exceeding £25,000 it will be required to complete the Annual Governance and Accountability Return (AGAR) Form 2. The accounting summary statements is awaiting sign off at the next meeting, the AGAR Form 2 was approved at the meeting of the council on 13th April 2026*
Did the Council meet the exemption criteria for 2024-2025 and correctly declared itself exempt?	*Yes*	As the Council was a smaller authority with a gross income and expenditure not exceeding £25,000 for the period under review, it was able to certify itself as an exempt authority which was confirmed at a meeting of the Council on 14th May 2025 The minutes of 14th May 2025 demonstrate that Sections 1 and 2 and the Certificate of Exemption were reviewed, and permission was given for the Chair and Clerk to sign the documents. Minute ref: 19.9 and 20.10 refers. *Comment: Council has ensured that there is formal evidence of the legal decision taken to claim exemption under section 9 of the Local Audit (Smaller Authorities) Regulation 2015.*
During the period in question did the small authority demonstrate that it correctly provided for the exercise of public right as required by the Accounts and Audit Regulations 2015?	*Yes*	*During the review of the publication requirements of the Accounts and Audit Regulations 2015, it is noted that, for the year 2024- 2025, the Council correctly provided for the exercise of elector's rights during Summer 2025. The RFO had set the dates for the inspection of the Council's accounts and associated documents as 3rd June 2025 to 14th July 2025 with the date of the notice being 1st May 2025*
Have the publication requirements been met in accordance with the Regulations?[8]	*Yes*	In accordance with the Accounts and Audit Regulations 2015 as a smaller authority with income and expenditure not exceeding £25,000 and published the following on a public website: • Certificate of Exemption • Annual Internal Audit Report 2024/2025 • Section 1 – Annual Governance Statement 2024/2025

[7] Annual Governance & Accountability Return (AGAR)
[8] Accounts and Audit Regulations 2015

		• Section 2 – Accounting Statements 2024/2025 • Analysis of variances • Bank reconciliation • Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
Additional comments:		

Section 10 – Risk management The internal auditor will expect to find evidence of the management of risks from identification of what those are for each individual Council through to how these will be managed and the controls in place to mitigate these and that these have been approved by the Council.		
Evidence		Internal auditor commentary
Is there evidence of risk assessment documentation?	*Yes*	The risk assessment documentation as reviewed provides details of the risks associated with the functioning of a smaller authority and the measures that the Council will undertake to mitigate such risks. The Risk Register for the year under review was updated on 9th March 2026 and presented at the meeting of the parish council on 11th March 2026.
Is there evidence that risks are being identified and managed?	*Yes*	Council is aware that risk assessment needs to focus on the safety of the parish council's assets, and particularly its money. There is evidence that overall, the parish council has taken action to identify and assess those risks and has considered what actions or decisions it needs to take during the year to manage in order to avoid financial or reputational consequences.
*Does the Council have appropriate and adequate insurance cover in place for employment, public liability and fidelity guarantee **and** has been reviewed on an annual basis?*	*Yes*	*During the period under review, council had insurance in place under a Local Councils policy with Ansvar Insurance which shows core cover for the following: Public liability: £10million; Employers Liability: £10million and Fidelity Guarantee of £100 thousand.*

Evidence that internal controls are documented and regularly reviewed[9]	*Yes*	*In accordance with Regulation 6 of the Accounts and Audit Regulations 2015, it was confirmed at the 14th January 2026 meeting that the financial and management systems of the council are sound and adequate and internal control arrangements are efficient and effective to address the risks associated with the management of public finances. It is recognised that the Clerk provides full information and financial reports to the council at every meeting.*
Evidence that a review of the effectiveness of internal audit was conducted during the year, including consideration of the independence and competence of the internal auditor prior to their appointment[10]	*Yes*	*In accordance with the Accounts and Audit Regulations 2015, the Parish Council formally reviewed the scope and effectiveness of its internal audit arrangements within its Internal Control Policy.*
Additional comments:		

[9] Accounts and Audit Regulations
[10] Practitioners Guide

Section 11 – Asset control
The Internal Audit will be seeking to establish if there is a list of assets in accordance with proper practices including the date of acquisition, location, and value. This extends to checking policies (with evidence of review) and that the Council has applied the documented approach in practice. The Internal Auditor will check not only valuation processes but the existence of reserve budgets for depreciation and adequacy of insurance. A clear audit trail should be available when items are purchased including minutes to evidence approval.

Evidence		Internal auditor commentary
Does the Council maintain a register of material assets it owns and manage this in accordance with proper practices?[11]	*Yes*	*It is noted that the declared value for all assets at year-end (31.03.2026) is £84,789 which reflects no movement in the asset register covering acquisitions and disposals and this is the value submitted on the Draft Annual Governance and Accountability Return for the Internal Audit showing an asset value of £84,789*
Is the value of the assets included? (Note value for insurance purposes may differ)	*Yes*	
Are records of deeds, articles, land registry title number available?	*N/A*	
Are copies of licences or leases available for assets sited at third party property?	*N/A*	
Is the asset register up to date and reviewed annually?	*Yes*	*The Asset Register, as viewed on the Council's website, was reviewed and approved at the meeting of 11th March 2026 was reviewed during the year and reflects those items listed under insurance and within the Parish Council's remit for maintenance and ownership.*
Cross checking of insurance cover	*Yes*	Council has insurance under all risks cover for its assets as specified under generic headings on the insurance schedule. The Asset Register was reviewed during the Internal Audit and a spot check of assets against the insurance schedule was undertaken to ensure that all assets are recorded appropriately and under insurance. Council has insurance under all risks cover for its assets as specified under the headings on the insurance schedule.
Additional comments:		

[11] Practitioners Guide

Section 12 – Assertion 10 The internal auditor will be checking that the council complies to the new assertion 10 introduced in the Practitioners' Guide 2025.		
Evidence		*Internal auditor commentary*
Has the Council registered with the Information Commissioner's Office (ICO)?[12]	*Yes*	*The Council is correctly registered with the Information Commissioner's Office (ICO) as a Data Controller in accordance with the Data Protection Legislation. Expires 19th July 2026.*
Is there an adopted council publication scheme and is it reviewed regularly?	***Not held at time of internal audit***	*As defined under the Freedom of Information Act 2000, council has not adopted and published a Publication Scheme.* ***RECOMMENDATION: council should seek to ensure that it adopts such a scheme which should be fully tailored to the council to accurately reflect council's activities undertaken and the manner in which information will be made available.***
Is the Council compliant with the General Data Protection Regulation requirements?[13] *Councils must:* • *Comply with their legal & statutory obligations under UK GDPR & The Data Protection Act 2018* • *Process personal data lawfully, fairly and in line with the prescribed data protection principles* • *Recognise their role as both data controller and data processor*	*Yes*	Council has taken active steps to ensure compliancy with the GDPR requirements, evidenced below and has adopted a number of GDPR Policies during the year that provides clear responsibilities and obligations of the Council in respect of the collecting, using and protecting of personal information in accordance with the provisions of the GDPR. The following are in place but not evidenced as to date reviewed. • *Procedures for dealing with subject access and freedom of information requests* • *IT Policy* • *GDPR Policy*

[12] Data Protection Act 2018
[13] UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

		Comment: The Privacy Policy on the Parish Council's website covers the framework that the public can expect for dealing with requests from individuals who have the right to know what data is held on them, why the data is being processed and whether it will be given to any third party. *COMMENT: To achieve best practice, councils are recommended to:* • *Carry out data protection audits, mapping personal data being processed and carrying out data risk assessments.* • *Provide regular data protection compliance training for council staff and councillors.* • *Have appropriate information compliance policies and ways of working in place that reflect how the council operates to protect personal data from breaches* ***It is recommended to date the policies available on the parish council website and note that they should be reviewed annually.***
Has the Transparency Code been correctly applied, and information published in accordance with current legislation?	*Yes*	To ensure compliance with the requirements of the Transparency Code for smaller authorities (turnover not exceeding £25,000), Council is aware that the following should be published on a public website for the year 2025/2026 not later than 1 July: • Internal Audit Report • List of Councillors and Responsibilities • Items of Expenditure Above £100 including recoverable and non-recoverable VAT • End of Year Accounts • Annual Governance Statement • Asset Register • and that Agendas of Meetings; Associated Papers and Minutes should be published in accordance with the prescribed timescales as set out in the Transparency code for smaller authorities – December 2014.

Has the Council published a website accessibility statement on their website in line with Regulations?[14]	*Yes*	*Council has accessibility tools on its website thereby allowing for the increased functionality of the council's website, the internal auditor verified that a website accessibility statement is available on the Council operated website detailing the technical information of the website along with the methods used for testing the website; the steps being taken to improve accessibility and how the site is being improved to ensure that content meets the WCAG 2.2 Standard under Regulation 8 of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.*
Has website accessibility been tested, at least annually?	*Yes*	*Council have taken necessary steps to review website accessibility through a third party that has carried out a website accessibility audit in April 2026.*
Does the council have, as a minimum, a single generic email address on an authority owned domain, for correspondence?[15] *For example clerk@abccouncil.gov.uk or clerk@abccouncil.org.uk*	*Yes*	*Council operates with a .gov.uk email address for the Clerk.*
Does the council have an IT policy that is tailored to the council? [16]	*Yes*	*The IT and email policy was reviewed* by the parish council on 11th March 2026.
Additional comments:		

Section 13 – Internal audit The internal auditor will revisit weaknesses and recommendations previously identified to see if these have been addressed. They will also check if any changes introduced require further verification to ensure effectiveness of the corrective action taken.		
Evidence		*Internal auditor commentary*
Has the Council considered the previous internal audit report?	*Yes*	*The Internal Audit Report for the period ending 31st March 2025 was reported as received and completed and sent to all Cllrs and made available on the parish council website at the full Council meeting of 16th July 2025.*

[14] Website Accessibility Regulations 2018
[15] Practitioners Guide
[16] Practitioners Guide

Has appropriate action been taken regarding the recommendations raised?	*Yes*	*There were no actions raised / received during the internal audit report for 2024-2025.*
Has the Council confirmed the appointment of an internal auditor?[17] *Has the letter of engagement been approved by full council?*[18]	*Yes*	*SALC were appointed as the Council's internal auditors for the year ending 31st March 2026 at the meeting of 14th May 2025.* *The letter of engagement was also circulated and approved by full council at the meeting of 11th March 2026. Minute Reference 35.10 refers* *Comment: Council has understood the requirement to ensure that it has a clear understanding of the roles and responsibilities for internal audit, audit planning and timing of visits, reporting requirements; access to information; period of engagement and remuneration.*
Additional comments:		

Section 14 – External audit for the period under review
The internal auditor will revisit the external audit so that previous weaknesses and recommendations can be considered.

Evidence		*Internal auditor commentary*
Has the Council considered the previous external audit report?[19]	*N/A*	Council was exempt from a Limited Assurance Review.
Has appropriate action been taken regarding the comments raised?	*N/A*	Council was exempt from a Limited Assurance Review.
Additional comments:		

[17] Practitioners' Guide
[18] Practitioners' Guide
[19] Regulation 20 Accounts and Audit Regulations 2015 – *following completion of an audit the Council should note that it is the Council as a whole (i.e., All members) and not a committee that should receive and consider the audit letter (including Annual Return and Certificate) from the local auditor as soon as reasonably practicable and the minutes hould reflect that these have been received.*

Section 15 – Additional information The internal auditor will look for additional evidence of good record keeping, compliance with data protection regulations, freedom of information and website accessibility regulations.		
Evidence		*Internal auditor commentary*
Was the annual meeting held in accordance with legislation? [20]	*Yes*	*The Annual Meeting of the Parish Council was held on 14th May 2025 and the first item on the agenda was the election of Chairperson.*
Is there evidence that Minutes are administered in accordance with legislation? [21]	*Yes*	*Council is aware that that under LGA 1972 schedule 12, paragraphs 41(1) and 44 the draft minutes of a meeting should be formally approved (with any necessary amendments) at the next meeting. At each meeting, the Chair is given formal approval to sign the minutes.*
Is there a list of members' interests held?	*Yes*	*Evidence was seen on the District Authority's Website the Register of Interests for all current Parish Councillors with a direct link from the Council's own website.*
Does the Council have any Trustee responsibilities and if so, are these clearly identified in a Trust Document?	*N/A*	*Council does not have any Trustee Responsibilities.*
Is there evidence that electronic files are backed up?	*Yes*	*Council uses a system whereby a back-up of the council's data is taken and stored appropriately.*
Do terms of reference exist for all committees and is there evidence these are regularly reviewed?	*N/A*	Council does not operate with a committee system.
Additional comments:		

Signed: Karen Hall-Price

Date of Internal Audit review: 17/05/26 18/05/26 20/05/26 Date of Internal Audit Report: 20/05/26

On behalf of Suffolk Association of Local Councils

[20] The Local Government Act 1972 Schedule 12, paragraph 7 (2) and Schedule 15 (2)
[21] Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972, and the Localism Act 2011