

Internal Audit Report for Nayland with Wissington for the period ending 31 March 2026

Clerk	Debbie Hattrell
RFO (if different)	
Chairperson	Cllr Dawn Harris
Precept	£50,000
Income	£ 62,355
Expenditure	£ 116,734
General reserves	£ 27,523.42
Earmarked reserves	£19,445.00
Audit type	Annual – non-exempt authority
Auditor name	Debbie Frost

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		<i>Internal auditor commentary</i>
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 10 December 2025.
Are Financial Regulations up to date and reviewed annually?	Yes	Financial Regulations, as seen on the Council's website, are based on the latest model published by NALC, Model Financial Regulations March 2025 with provisions included as outlined under NALC Advice Note – Procurement, 3 February 2026 link to view the advice note . Council approved its Financial Regulations at a meeting of council held 10 December 2025 with a further review and update on the 11 March 2026.
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.
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
<i>Verify that budget has been properly prepared and agreed</i>	Yes	The budget for the year 2025/2026 was approved at the Council meeting of 11 December 2024 although there is no clear confirmation within the minutes as to the final budget figure being set. However, budget papers as seen on the website provide details on the budget and precept. <i>COMMENT: to ensure transparency in the budgetary process Council might wish to evidence, by recording within the minutes, the budget being set alongside the reasoning for such a budget, and the implications for Band D Council Tax.</i>
<i>Verify that the precept amount has been agreed in full Council and clearly minuted</i>	Yes	The precept was set at £50,000 for 2025/2026, as confirmed at the above meeting, with the paperwork demonstrating that this was a just under 5% increase over that set the previous year.
<i>Regular reporting of expenditure and variances from budget</i>	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
<i>Reserves held – general and earmarked²</i>	Yes	The Council, as at year-end, had Earmarked Reserves totalling £19,445.00 with the balance being General Reserves of £27,523.42 with overall reserves standing at £46,968.42

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

		<p><i>COMMENT: council is advised to note guidance as issued by Proper Practices which states that it is regarded as acceptable for a council's general (non-earmarked revenue) reserves to be equal to 3 to 12 months of Net Revenue Expenditure. There is no upper limit for earmarked reserves, but they should be held for genuine and intended purposes and their level subject to regular review and justification (at least annually).</i></p> <p>Council has adopted a General Reserve Policy which provides clarity on the reasoning behind the holding of and intended level of general reserves to be maintained to ensure that the council achieves the recommended levels.</p>
<p>Additional comments: <i>in the main, Council has followed the recommended key stages as to the budgetary process for the year: decided the form and level of detail of the budget; reviewed the current year budget and spending; determined the cost of spending plans; assessed levels of income; brought together spending and income plans; provided for contingencies and considered the need for reserves; approved the budget; confirmed the precept or rates and special levies; and reviewed progress against the budget regularly throughout the year.</i></p>		

<p>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.</p>		
Evidence		<i>Internal auditor commentary</i>
<i>Is the ledger maintained and up to date?</i>	Yes	The council uses Scribe accounting package to produce reports on a Receipts and Payments basis and 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.

<p><i>Is the ledger on the correct basis in relation to the gross income/expenditure?</i> (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)</p>	<p>Yes</p>	<p>Council's gross income and expenditure level is below the threshold of £200,000 and has been for three continuous years. Council's operating under this limit may choose either to report on an income and expenditure basis or on a receipts and payments basis. Council has elected to report its financial matters on a receipts and payments basis.</p>
<p><i>Is the cash book up to date and regularly verified?</i></p>	<p>Yes</p>	<p>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 by council.</p>
<p><i>Is the arithmetic correct?</i></p>	<p>Yes</p>	<p>A number of spot checks were carried out and the functionality of the cashbook was found to be in order.</p> <p><i>COMMENT: The RFO has shown best practise by ensuring, for further transparency and scrutiny, that all payments and receipts are referenced with a description as to the expenditure and income being incurred to ensure the integrity of data being input and processed.</i></p>
<p>Additional comments:</p>		

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		<i>Internal auditor commentary</i>
Is there supporting paperwork for payments with appropriate authorisation?	Yes	<p>A selection of random payments were cross checked against payment authorisation slips, 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. A spot check of payments made under contractual terms were further analysed and all were found to be in accordance with agreed schedules and sums approved.</p> <p><i>COMMENT: The Parish Council shows good practice by ensuring that retrospective payments incurred for the month are submitted to and approved by full council in accordance with Council's Own Standing Orders and Financial Regulations.</i></p>
Where applicable, are internet banking transactions properly recorded and approved?	Yes	<p>Internet banking is operated in accordance with the Council's own Financial Regulations and is used for the settlement of the Council's expenditure. The Internal Control Statement details the procedure to be followed for such payments.</p> <p><i>COMMENT: council is advised to ensure that the procedure to be followed for the making of such payments contains evidence of the dual authorization process used for the release of payments made via direct</i></p>

		<i>transfer and the mitigation measures in place for payments made by direct transfer including but not limited to the system of internal control and the personnel involved with the internal control regime.</i>
Is VAT correctly identified, recorded, and claimed within time limits?	Yes	VAT is identified in the cash book with the reclaim for the period covering the year 2024-2025 in the sum of £4,742.84 being verified in the cashbook and bank statements. The year-end balance stands at £5,221.36 which claim was submitted on 7 April 2025.
Has the Council adopted the General Power of Competence (GPOC) and is there evidence this is being applied correctly? ³	Yes	The council has confirmed eligibility criteria to enable it to exercise the GPOC and has adopted the same at its meeting on 10 May 2023. Council uses the discretionary power to do anything that an individual can do unless specifically prohibited by law.
Are payments under s.137 ⁴ separately recorded, minuted and is there evidence of direct benefit to electorate?	N/A	There were no payments identified as being made under this power for the year under review.
Where applicable, are payments of interest and principal sums in respect of loans paid in accordance with agreements?	Yes	The council has one Public Works Board Loan (ref PW401969). The balance outstanding as at 31 March 2026 was £1,151.05. Repayments for the period ending 31 March 2026 totalled £393.48 in accordance with the instalment repayment schedule as issued. The loan type is Fixed, and the repayment method is via an Annuity with repayments due the nearest working day to 26 January/26 July.
<i>Additional comments:</i> <i>The Council might wish to consider, in order to show good practice, implementing a system whereby evidence is retained showing which Councillors authorised the on-line payments thereby ensuring that there is an effective system in place to reduce the risks of error for such payments. This not only protects the RFO but will fulfil an internal control objective to ensure the safeguarding of public money.</i>		

³ Localism Act

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.

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
<i>Is income properly recorded and promptly banked?</i>	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 RFO has ensured that the accounting records contain all day-to-day entries of all sums of money received.
<i>Is income reported to full council?</i>	Yes	Income received is reported to full Council within the financial reports submitted to full Council in accordance with council’s financial regulations At the meeting of 10 December 2025, Council reviewed its fees and charges. Having reviewed its annual allotment tenancy fees Council agreed that fees should remain unchanged for the coming year and that Burial fees should increase by 4%.
<i>Does the precept recorded agree to the Council Tax Authority’s notification?</i>	Yes	Council received precept in the sum of £50,000 from Babergh District Council for the period under review as reported to full Council within its Financial Reports at its meetings in May (minuted) and September/October. 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.

<i>If appropriate, are CIL reporting schedules in accordance with the Regulations?⁵</i>	Yes	During the year under review, Council received CIL receipts totalling £3,165.48. The RFO has created an Earmarked Reserve for retained CIL balances.
<i>Is CIL income reported to the council?</i>	Yes	CIL receipts received are reported to full Council within the financial reports submitted to full Council. <i>COMMENT: A report detailing the dates CIL payments are received along with timescales by which the monies should be expended, would help to ensure that CIL monies are spent within 5 years of receipt. This should include dates for expenditure.</i>
<i>Does unspent CIL income form part of earmarked reserves?</i>	No	The draft CIL annual report for 2025-26 shows that there is a retained balance of £3,165.48 . RECOMMENDATION: CIL funds should be transferred into an Earmarked Reserve specifically allocated, in accordance with the Regulations (Refer to paragraph 5.160 in the Practitioner’s guide).
<i>Has an annual report been produced?</i>	Yes	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.
<i>Has it been published on the authority’s website?</i>	Yes	The Annual CIL Statement for the year 2025- 2026 has been uploaded onto the Council’s website although it is unsigned.
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
<i>Is petty cash in operation?</i>	N/A	Council does not operate a petty cash system.
<i>If appropriate, is there an adequate control system in place?</i>	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
<i>Is bank reconciliation regularly completed and reconciled with the cash book and cover every account?</i>	Yes	<p>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 with the bank statement.</p> <p>The bank reconciliation is a key tool for management as it assists with the regular monitoring of cash flows and therefore aids decision-making.</p> <p>.</p>

<i>Do bank balances agree with bank statements?</i>	Yes	Bank balances agree with period end statements and, as at year end (31 March 2025) the balance across the council's accounts stood at £46,968.42 as recorded in the Draft Statement of Accounts and on the Year-end Bank Reconciliation.
<i>Is there regular reporting of bank balances at Council meetings?</i>	Yes	Balances across the Council's accounts are reported at each meeting of full Council, but there is no recording that the bank reconciliation has taken place. RECOMMENDATION: A minute recording that bank reconciliations have been carried out by the Council not only safeguards the Responsible Financial Officer but also fulfils an internal control objective. Appointing a non-signatory Councillor to check the Scribe reconciliation against the bank statement and signing off to confirm they agree would evidence that this check has been made.

<p>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.</p>		
Evidence	Internal auditor commentary	
<i>Do all employees have contracts of employment?</i>	Yes	Council had one employee on its payroll at the period end of March 2026 Employment contracts were not reviewed during the internal audit but the Clerk to the Council has confirmed that all staff have a Contract of Employment in place.
<i>Has the Council approved salary paid?</i>	Yes	All salary payments are presented to the Council for approval and payments made in accordance with Council's own Financial Regulations.

		<p>RECOMMENDATION: It is recommended that the payslips/timesheets are signed off by two councillors prior to payment being made and being approved by full Council. The signed version should then be uploaded onto Scribe for auditing purposes.</p> <p>The minutes of the Council meeting of 10 December 2025, confirms that the Council confirmed to adhere to the National Scale for Clerks Salaries and Terms for the year 2026-27.</p> <p><i>Comment: Council has noted the requirement to ensure that it formally approves amendments to any employee's pay, emoluments, or terms and conditions of employment.</i></p>
Are all employees paid at least the minimum wage?	Yes	Employee is paid at least the national minimum wage.
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 guideline. 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 and payments are made in accordance with timescales agreed with the Council's Pension Provider.
Have pension re-declaration duties been carried out	Yes	From paperwork seen, the council completed its re-declaration of compliance with The Pensions Regulator in October 2023.

⁶ The Pension Regulator – [website click here](#)

		<i>Comment: if the Council last carried out its re-enrolment duties in 2023, it will be aware that every three years further re-enrolment duties will apply. Council should ensure that it comply with any deadlines for 2026 as stated in communications from the Pension Regulator.</i>
<i>Are there any other payments (e.g.: expenses) and are these reasonable and approved by the Council?</i>	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		<i>Internal auditor commentary</i>
<i>Are appropriate accounting procedures used?</i>	Yes	Accounts are produced on a receipts and payments basis and all found to be in order.
<i>Financial trail from records to presented accounts</i>	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.
<i>Has the appropriate end of year AGAR⁷ documents been completed?</i>	Yes	The Council is a smaller authority with gross income and expenditure exceeding £25,000, it will be required to complete the Annual Governance and Accountability Return (AGAR) Form 3.

⁷ Annual Governance & Accountability Return (AGAR)

		The Accounting Statements were submitted in draft form for the internal audit review, and it is assumed that the figures submitted will be those that are replicated in their entirety onto the AGAR.
<i>Did the Council meet the exemption criteria for 2024-2025 and correctly declared itself exempt?</i>	N/A	As the Parish Council had gross income and expenditure exceeding £25,000 it was not able to declare itself exempt from a limited assurance review.
<i>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?</i>	Yes	During the review of the publication requirements of the Accounts and Audit Regulations 2015, it is noted that, for the year 2025- 2026, 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 3 June 2025 to 14 July 2025 with the date of the notice being 1 June 2025.
<i>Have the publication requirements been met in accordance with the Regulations?⁸</i>	Partially	<p>In accordance with the Accounts and Audit Regulations 2015, as a smaller authority with either income or expenditure exceeding £25,000 but not exceeding £6.5 million, it is confirmed that the Council only partially complied with the requirements of the Accounts and Audit Regulations 2015 for the year ending 31 March 2026 as it published the following on its website:</p> <p>Annual Internal Audit Section 1 - Annual Governance Statement - unsigned Section 2 - Accounting Statements - unsigned Section 3 - The External Auditor Report and Certificate Notice of the period for the exercise of public rights and other information required by Regulation 15(2) Accounts and Audit Regulations 2015.</p> <p>RECOMMENDATION: Under the Practitioners Guide 2025 (page 61) it states that the completed Annual Governance Statement</p>

⁸ Accounts and Audit Regulations 2015

		<p>signed by the Chairman and Clerk and Accounting Statements signed and dated by the Chairman and RFO must be published on the authority’s website. The words used are must publish by 1 July indicates that this is a specific legal and regulatory requirement. As such, full publication aligns with the publication requirements of the Accounts and Audit Regulations 2015. It is advised to upload the signed and dated versions of both the Annual Governance Statement and the Accounting Statements.</p> <p><i>Comment: Council might wish to note that there is a requirement to ensure that the completed and signed Sections 1, 2 and 3 are published and remain available for public access for a period of not less than 5 years from the date of publication.</i></p>
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
<i>Is there evidence of risk assessment documentation?</i>	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 considered and adopted by full Council at its meeting of 10 September 2025.
<i>Is there evidence that risks are being identified and managed?</i>	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

		<p>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.</p> <p>Council is responsible for play equipment and acts in accordance with good practice by having independent inspections carried out throughout the year.</p>
<p><i>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?</i></p>	<p>Yes</p>	<p>Council has insurance in place under a specialist policy for local councils with Ansvar Charity & Community (Essentials) which shows core cover for the following: Employer liability: £10million; Public/Products Liability: £10million and Fidelity Guarantee of £100,000. At renewal, Council entered into a long-term agreement (expiry September 2028) with Ansvar).</p> <p><i>COMMENT: Council has followed recommended guidance by ensuring that its Fidelity Cover is equal to at least the sum of the year-end balances plus 50% of the precept/grants to be received in the following April.</i></p> <p>The Council's insurance cover was renewed at their meeting on 10 September 2025 but there is not a minute to show the cover was reviewed and considered appropriate. Whilst risks have been identified and steps taken to manage those risks, there should be a record that the RFO has undertaken a review as this will help manage the potential consequence of a risk occurring.</p> <p><i>COMMENT: Council has ensured that it is able to demonstrate that it has reviewed the risks facing the Council in transacting its business and has taken out appropriate insurance to manage and reduce the risks relating to property, cash and legal liability (amongst other things).</i></p>
<p><i>Evidence that internal controls are documented and regularly reviewed⁹</i></p>	<p>Yes</p>	<p>At the meeting of 10 December 2025, Council, in accordance with Regulation 6 of the Accounts and Audit Regulations 2015, confirmed that</p>

⁹ Accounts and Audit Regulations

		<p>the financial and management systems of the council were sound and adequate and internal control arrangements were efficient and effective to address the risks associated with the management of public finances.</p>
<p><i>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 appointment¹⁰</i></p>	<p>Yes</p>	<p>Council formally reviewed the scope and effectiveness of its internal audit arrangements at the meeting at which the internal auditor was appointed.</p> <p><i>COMMENT: Council is aware that in accordance with the Accounts and Audit Regulation 2015, the parish council must review the terms of reference and effectiveness of internal audit and demonstrate that it has understood that the role of internal audit is to evaluate and report on the adequacy of the system of internal control.</i></p>
<p>Additional comments: <i>the Council has identified a number of risks to Nayland with Wissington Parish Council and taken steps to control these. These are clearly identified and approved by the Council. In accordance with proper practices the council has demonstrated it has taken steps to manage key risks in a way it can justify to a level which is tolerable by transferring the risks and taking out insurance, and that the review of insurance cover has been reported back to full Council and duly minuted. By reviewing the terms of reference for internal audit the council has followed guidance and demonstrates it recognises that the internal audit function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily.</i></p>		

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
<i>Does the Council maintain a register of material assets it owns and manage this in accordance with proper practices?¹¹</i>	Yes	The Asset Register, as viewed on the Council’s website, and as approved at the meeting of 10 September 2025, was reviewed during the year. and reflects those items listed under insurance and within the Parish Council’s remit for maintenance and ownership.
<i>Is the value of the assets included? (Note value for insurance purposes may differ)</i>	Yes	It is noted that the declared value for all assets at year-end (31.03.2026) is £52,103 which reflects overall movement in the asset register covering acquisitions and disposals. <i>Comment: Council is mindful of the guidance within the Governance and Accountability for Smaller Authorities in England March 2025 on the valuation of its assets and has ensured that where the acquisition value of the asset at the time of first recording is used, that method of valuation has been consistently applied.</i>
<i>Are records of deeds, articles, land registry title number available?</i>	N/A	Records of deeds, articles, land registry title number were not reviewed during the internal audit which was carried out via remote means.
<i>Are copies of licences or leases available for assets sited at third party property?</i>	N/A	
<i>Is the asset register up to date and reviewed annually?</i>	Yes	The Asset Register was reviewed and approved by council at a meeting held 10 September 2025.

¹¹ Practitioners Guide

<i>Cross checking of insurance cover</i>	Yes	Council has insurance under all risks cover for its assets as specified under generic headings on the insurance schedule.
<p>Additional comments: Councils should be mindful of the guidance in Governance and Accountability for Smaller Authorities for England (March 2025) regarding valuation of assets and ensured that where the acquisition value of the asset at the time of first recording is used, that method of valuation has been consistently applied and if/where amended it will need to publish and provide explanations in changes in value to any previously recorded assets</p>		

<p>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.</p>		
Evidence		<i>Internal auditor commentary</i>
<i>Has the Council registered with the Information Commissioner's Office (ICO)?¹²</i>	Yes	The Council is correctly registered with the Information Commissioner's Office (ICO) as a Data Controller in accordance with the Data Protection Legislation.
<i>Is there an adopted council publication scheme and is it reviewed regularly?</i>	Yes	<p>It is noted that Council last reviewed its Model Publication Scheme detailing the type of information the Council holds and how it will make it available to the public in 2025.</p> <p><i>COMMENT: Under the Freedom of Information Act 2000, public authorities must provide access to information held which must be published proactively. The Freedom of Information Act requires every public authority to have a publication scheme and to publish information covered by the scheme. Council should seek to review the information it holds under its scheme and ensure that it is up to date and ensure that it is available to view on its website.</i></p>

¹² Data Protection Act 2018

<p><i>Is the Council compliant with the General Data Protection Regulation requirements?¹³</i></p> <p><i>Councils must:</i></p> <ul style="list-style-type: none"> • <i>Comply with their legal & statutory obligations under UK GDPR & The Data Protection Act 2018</i> • <i>Process personal data lawfully, fairly and in line with the prescribed data protection principles</i> • <i>Recognise their role as both data controller and data processor</i> 	<p>Partially</p>	<p>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.</p> <p>The following are in place, however, they have not been reviewed recently:</p> <ul style="list-style-type: none"> • <i>Privacy notice</i> • <i>Procedures for dealing with subject access requests</i> • <i>Procedures for dealing with data breaches</i> • <i>Data retention policies including disposal</i> <p><i>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.</i></p> <p>RECOMMENDATION: To achieve best practice, council is recommended to:</p> <ul style="list-style-type: none"> • Adopt a Data Impact Assessment identifying categories of personal data held, the format in which it is stored and the legal justification for its processing under the UK GDPR. • Adopt a privacy notice to include for employees and evidence regular review. • Hold Procedures for dealing with freedom of information requests • Carry out Data audits, mapping personal data being processed and carrying out data risk assessments. • Provide regular data protection compliance training for council staff and councillors
--	------------------	--

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

<p><i>Has the Transparency Code been correctly applied, and information published in accordance with current legislation?</i></p>	<p>Yes</p>	<p>Whilst the Local Government Transparency Code 2015 applies to local authorities, including parish councils with annual income or expenditure (whichever is the higher) over £200,000, Smaller Authorities with total turnover or expenditure greater than £25,000 but under £200,000, should as best practice comply with the Local Government Transparency Code 2015; the government believes that in principle all data held and managed by local authorities should be made available to the public unless there are specific sensitivities to doing so, as per the Practitioners' Guide 5.127.</p> <p><i>COMMENT: Council might wish to review its provisions and consider whether it might be able to work towards ensuring compliancy with the requirements of publishing the following data on its website in accordance with the required timescales:</i></p> <p><i>Publish quarterly: Individual items of expenditure that exceed £500 (currently published on an annual basis); Government Procurement Card transactions; Invitations to tender for contracts over £5,000; Details of contracts that exceed £5,000.</i></p> <p><i>Publish annually: Details of all land and building assets; Grants to Voluntary, Community and Social Enterprise Organisations; Organisational Chart.</i></p>
<p><i>Has the Council published a website accessibility statement on their website in line with Regulations?¹⁴</i></p>	<p>Yes</p>	<p>Council has accessibility tools on its website thereby allowing for the increased functionality of the council's website, along with a website accessibility statement 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.</p>
<p><i>Has website accessibility been tested, at least annually?</i></p>	<p>No</p>	<p>Council have taken necessary steps to review website accessibility through a third party that has carried out a website accessibility audit in November 2024.</p>

¹⁴ Website Accessibility Regulations 2018

		<p>No review of website accessibility has been carried out during the last financial year.</p> <p><i>COMMENT: to ensure that the council website complies with the regulations, it is best practice to test for website accessibility at least annually.</i></p>
<p>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</p>	Yes	<p>Council operates with a .gov.uk email address for the Clerk and Councillors</p> <p><i>COMMENT: this ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality. Authority-owned email accounts provide a clear record of communications, which is essential for transparency and accountability. This helps in maintaining an audit trail and ensures all council-related communications are accessible for review if needed and makes Data Subject Access and Freedom of Information Requests easier to manage.</i></p>
<p>Does the council have an IT policy that is tailored to the council?¹⁶</p>	Yes	<p>The Council adopted a Data and Information Management Policy in March 2020 which covers the use of IT equipment for authority business for both Staff and Councillors. The policy also explains how all involved with the authority – clerks and members - should conduct authority business in a secure and legal way when using IT equipment and software. This also relates to the use of authority-owned and personal equipment.</p>
<p>Additional comments:</p>		

¹⁵ Practitioners Guide

¹⁶ Practitioners Guide

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		<i>Internal auditor commentary</i>
<i>Has the Council considered the previous internal audit report?</i>	Yes	The Internal Audit Report for the period ending 31st March 2026 was formally considered by and approved for adoption at the meeting of full Council of 10 September 2025. The RFO was authorised to conduct necessary actions in accordance with the recommendations and comments raised within the report which was monitored as the year progressed.
<i>Has appropriate action been taken regarding the recommendations raised?</i>	Partially	<p>The formal recommendations raised within the internal audit report for the year ending 31 March 2025 were as follows: and those in bold are outstanding: (list recommendations)</p> <ul style="list-style-type: none"> • Best practice is that the key budget figures are recorded in the minutes, for the avoidance of any dispute afterwards. • Best practice would include also minuting the resulting Band D charge for the parish, and the difference in pounds and pence as well as percentage change, to save residents having to work out what a 7% increase meant to them. • The council may wish to review its asset register to include separate replacement costs (insurance values), arranged into the same categories as the insurance policy, in order to ascertain that the insurances do reflect the assets, particularly the potential for insurance claims for damage to community assets. • Whilst it is good practice to back up to cloud-based solutions such as One Drive, the data belongs to the council, not the Clerk, and the council should provide for the back-up. • It is demonstrating good practice to have a dedicated forum for focussing on a single topic, such as this Finance Committee, as it

		<p>can result in more well-considered and robust decision-making. However, Parish Council Committees (regardless of what they are called) come under your Standing Order 3d and are required by law to be open to the public, so a public notice must be issued. Equally, terms of reference need to be agreed so that the scope of activity is defined.</p> <p>Comment: in order to warrant a positive response to Assertion 7 of the Annual Governance Statement, council should seek to address the matters brought to its attention by internal (and external) audit.</p> <p>Council is also taking action to address further comments that were raised within the internal audit report for the year ending 31st March 2024, none of which have a significant impact on the financial management of the council.</p> <p>COMMENT: Council has understood the requirement to ensure that, having received a narrative internal audit report, it should minute its review of the work carried out and agree actions planned from the outcomes identified.</p>
<p><i>Has the Council confirmed the appointment of an internal auditor?¹⁷</i> <i>Has the letter of engagement been approved by full council?¹⁸</i></p>	<p>Yes</p>	<p>SALC were appointed as the Council's internal auditors for the year ending 31 March 2026 at the meeting of 10 September 2025.</p>
<p>Additional comments:</p>		

¹⁷ Practitioners' Guide

¹⁸ Practitioners' Guide

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		<i>Internal auditor commentary</i>
<i>Has the Council considered the previous external audit report?</i> ¹⁹	Yes	At the meeting of full Council of 8 October 2025, Council considered the report from the External Auditor for the year ending 31 March 2026. The Notice of Conclusion was seen on the Council's website.
<i>Has appropriate action been taken regarding the comments raised?</i>	Yes	There were no matters which come to the attention of the external auditor which have cause for concern that relevant legislation and regulatory requirements had not been met.
Additional comments:		

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		<i>Internal auditor commentary</i>
<i>Was the annual meeting held in accordance with legislation?</i> ²⁰	Yes	The Annual Meeting of the Parish Council was held on 14 May 2025 and the first item on the agenda was the election of Chairperson.

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 should reflect that these have been received.*

²⁰ The Local Government Act 1972 Schedule 12, paragraph 7 (2) and Schedule 15 (2)

<i>Is there evidence that Minutes are administered in accordance with legislation? ²¹</i>	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.
<i>Is there a list of members' interests held?</i>	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.
<i>Does the Council have any Trustee responsibilities and if so, are these clearly identified in a Trust Document?</i>	N/A	Council does not have any Trustee Responsibilities.
<i>Is there evidence that electronic files are backed up?</i>	Yes	Council uses a system whereby a back-up of the council's data is taken and stored appropriately.
<i>Do terms of reference exist for all committees and is there evidence these are regularly reviewed?</i>	Yes	Terms of Reference of Committees are published on the council website and document annual reviews.
<p>Additional comments: <i>The Internal Auditor offers her appreciation for the assistance given by the Clerk in completing this audit. Recommendations made and/or commentary provided are to improve and enhance the systems in place. For further information and for the year effective 1st April 2026 please refer to Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements - March 2025.</i></p>		

Signed: D L Frost

Date of Internal Audit review: 11 June 2026

Date of Internal Audit Report: 11 June 2026

On behalf of Suffolk Association of Local Councils

²¹ Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972, and the Localism Act 2011