

Internal Audit Report

to be read in conjunction with the Annual Internal Audit Report in the
Annual Governance and Accountability Return 2024 - 2025

Name of Authority:	Clawson, Hose and Harby Parish Council		
Name of Internal Auditor:	Martin Cooke	Year ending:	31 March 2025
Date audit carried out:	30 th April 2025	Date of report:	1 st May 2025

Internal audit is the periodic independent review of an authority's internal controls. This should result in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the authority's internal controls should be a day-to-day function through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of an authority to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The proper practices referred to in the [Local Audit and Accountability Act 2014](#) and [Accounts and Audit Regulations 2015](#) are set out in the Smaller Authorities Proper Practices Panel (SAPPP) *Practitioners Guide*. This is a guide to the accounting practices to be followed by local councils which sets out the appropriate standard of financial reporting to be followed.

- Para 4.11 of the *Practitioners' Guide* asserts that the independence of the appointed person or firm should be reviewed every year.
- Para 4.16 requires that authorities should carry out a review of the effectiveness of their overall internal audit arrangements, at least once each year.
- Para 5.103 specifies that the authority should take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit.

This report is addressed to the Chair of Council or Parish Meeting for circulation to all members. It must be considered in a meeting of the full council or parish meeting.

The authority needs to have considered all matters brought to its attention by internal and external audit and should have taken corrective action as appropriate. *Practitioners Guide* 1.39

Have comments from the internal audit 2023-2024 been addressed?

Comment or recommendation from internal auditor 2023-2024	Comment from internal auditor for this report
Asset List needs reviewing	Closed
Budget recording process	Closed
Stand/Orders & Financial Regs not reviewed	Closed
VAT reclaim	Closed
Bank Balance reporting & reconcile	Closed
EA, Complaints & Data Policy Concerns	Closed



Comment or recommendation from external auditor 2023-2024	Comment from internal auditor for this report
There were several notes from the External Auditor, challenging the information detailed in the IA.	Last years report reflected the finding at the time during the IA and subsequently, the points highlighted have, in my opinion been addressed during the past year.

To the Chair of Clawson, Hose and Harby Parish Council

This internal Audit report was compiled following several independent tests / checks being undertaken using various financial records, documents, minutes etc both through the official website and during a zoom meeting with your Clerk Stephanie Massey on the 30th April 2025.

The following topics were reviewed against our standard checklist format:

Accounting records:

- All details were satisfactorily recorded in the financial ledger, and all appeared to be in order.
- Payments in the ledger were covered by invoices and minuted and authorised in council,
- Bank accounts were reconciled monthly, and all appeared to be in order.
- VAT was recorded correctly and there was evidence of claims quarterly throughout the year.

Due Process:

- Standing Orders and Financial Regulations were reviewed 20th May 2024.

Risk Management:

- Scanning the minutes there didn't appear to be any unusual activity.
- The annual Risk assessment was carried out 20th May 2024 and recorded accordingly.
- Insurance is currently on a 3-year LTA with Clear Councils and due for review 31st July.
- Monitoring of play equipment etc. is checked regularly, and any concerns are reported and actioned by the maintenance officer.

Budget / Precept:

- The annual Budget and Precept was approved by full council on 18th November 2024 following recommendations compiled by the clerk.
- Reserves were listed appropriately.

Income:

- Income from Allotments across 3 locations was fully recorded and invoices issued in September each year.
- New leases have been drawn up with all allotment holders.
- Several plots are currently under review due to poor maintenance and will be released for hire soon.
- Income from Burials and Ashes Internment was recorded on the new system and recorded appropriately in the accounts.

Petty Cash

- There is no petty cash held.



Salaries / Employees:

- There is 1 employee, with a contract of employment and salary is reviewed annually.
- Tax, NI, Pension etc are all noted within the ledger accordingly.
- The PC is registered with the Pensions Regulator.

Asset Control:

- The Asset register had been reviewed and shows a detailed increase of circa £37k, amended accordingly and was displayed on the website,
- Deeds etc are held by Oldman, Marsh, Page & Flavel Solicitors.

Accounting Statements:

- Bank accounts & balances were reviewed and reconciled, and all appeared to be in order.
- Accounting statements were prepared throughout the year, debtors & creditors recorded where necessary and there was evidence of a financial trail through records.
- On the sample payments taken there was evidence of control with all being approved in Council, minuted and paid accordingly.
- The Yearend accounts had been prepared, bank statements and ledgers reconciled, these will be signed off at next PC meeting.
- This year's sections 1 & 2 of the Annual Return had been drafted ready for signing at the next PC meeting.

Transparency:

- The following were displayed / published as required:
 - End of year accounts / Accounting Statement
 - Annual Governance Statement.
 - Internal & External Audit reports.
 - Asset list.
- Agendas and meeting papers are published as required and draft minutes were generally issued within one month.
- The PC website is straightforward to navigate and regularly updated.

Exercise of Public Rights:

- "The Notice of Public Rights" was issued and displayed on the website as required.

AGAR Publication for prior year:

- The AGAR Annual Governance & Accounting Statement documents were displayed on the website as required.

Miscellaneous:

- There was evidence confirming the previous internal and external audits had been reviewed.
- Meeting confirmed electronic files are backed up daily to the cloud.
- The Equal Opportunities and Complaints policies were reviewed and updated 20th May 2024.
- Members interests were noted on the website.
- Minutes were initialled by page and signed by the chair at each meeting.
- There were no committees.



Cemeteries:

- New regulations had been adopted and on website.
- Register of burials, burial certificates and green slips all maintained and recorded accordingly.
- New electronic system for recording and burial plot managed was viewed and a major step forward in management of the cemetery.

Annual returns:

- The annual return section 2 details (Year Ending 31st March 2024) are set out at the end of this document.

Recommendations from internal auditor 2024-2025

- There are no further recommendations other than to say to continue with the work now being undertaken. The Clerk should be complimented on the changes and updates made to the various systems and processes; this is a major step forward from last year.

Area for consideration or improvement	Recommendation

Areas in the 2024-2025 AGAR Annual Internal Audit Report for which Yes or N/A cannot be ticked

	Reason
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	



Section 2 - Accounting Statements 2024/25

	Year ending 31 March 2024	Year ending 31 March 2025
1. Balances brought forward	£62,665	£57,174
2. Annual precept	£72,000	£93,500
3. Total other receipts	£4,265	£57,552
4. Staff costs	£17,431	£29,758
5. Loan interest/capital repayments	£0	£0
6. Total other payments	£64,325	£115,131
7. Balances carried forward	£57,174	£63,337
8. Total cash and investments	£57,174	£63,337
9. Total fixed assets and long-term assets	£291,928	£328,969
10. Total borrowings		

In conclusion, I would like to thank Stephanie for her support throughout the auditing process.

Yours sincerely,

Martin D Cooke

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