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**11 May 2025**

**The Parish Clerk**

**Enham Alamein Parish Council**

Dear Kevin

**Enham Alamein Parish Council Internal Audit Report Letter for Council 2024-2025**

**April 2024 –March 2025**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2024-2025 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Local Councils – A Practitioners' Guide (England)' 2024
- The Accounts and Audit (England) Regulations 2015 (as amended).

The end of year internal audit review is undertaken by Lightatouch after the original appointed internal auditor is unable to complete the end of year audit review due to illness.

The Parish Clerk agreed that the 2024-2025 Internal Audit Review will be carried out on remotely and this was completed on Sunday 11 May 2025.

In advance of the review the Clerk has also provided back-up information for the period April 2024 to March 2025 to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 and the ICO publication scheme from the Council's website.

A series of independent audit tests were undertaken from the information made available to ascertain the efficiency and effectiveness of these internal controls.

The Parish Council will need to submit a Certificate of Exemption to the External Auditor for 2024-2025 as their income and expenditure falls below the threshold of £25,000 that requires the Parish Council to have an External Audit.

A full check was also carried out on completion of the Accountability and Governance Annual Return (AGAR) for 2024-2025 to ensure that the Parish Council will be able to adhere to the Transparency Code Regulation 2015.

New requirements to be introduced into the Practitioners Guide 2025 and applied from April 2025 require all Council to introduce an IT Policy. ***(Audit Note: We have discussed this with the Parish Clerk and would recommend that this is checked with current polices and introduced in line with the new requirements shown in the Practitioners Guide 2025 paragraph 5.122 during 2025-2026).***

As part of this Internal Audit Review, we checked that:

**Bank Reconciliations**

- the financial totals as at 31 March 2024 had been brought forward accurately.
- any un-presented items, online payments and un-banked income as at 31 March 2024 were checked to bank statements to verify these were banked in April 2024.
- all payments were checked and accounted for the period 1 April 2024 to 31 March 2025.
- all income was banked and agreed to bank statements for the period 1 April 2024 – 31 March 2025.
- bank reconciliations for the bank account had been carried out between 1 April 2024 – 31 March 2025, and totals agreed to those shown in the Cash Book.

**Income and Expenditure**

- we checked all income and expenditure entries in the cash book for 2024-2025 and can confirmed and that the details are recorded accurately to the bank statements transactions for the Parish Council in 2024-2025.

- test checks of the Cash Book totals for April 2024-2025 were checked to payment information to ensure that the details were correctly recorded, and VAT elements extracted correctly.
- Income recorded in the bank accounts was checked to ensure the details matched to those entries shown in the Cash Book.

**VAT**

- a VAT reimbursement claim have been regularly submitted to HMRC throughout 2024-2025. The last claim submitted covered the period 1 November 2024 to 31 January 2025.

**Payroll Information**

• we have noted that the Parish Clerk has a set payment amount for his duties to the Parish Council, which is not linked to the NJC Local Council Scales.

**Asset Register**
•we confirmed with the Parish Council has approved the Asset Register at their meeting on the 10 March 2025 to agreed it is up to date as at March 2025.

**Risk Assessment 2024-2025**

• the risks of the Parish Council were reviewed in March 2025 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2024) is met.

**Insurance**

• the Insurance Cover for the Parish Council is with Hiscox Insurance. The current level of cover is sufficient for the size of the Parish Council in 2024-2025**.**

**Parish Council Minutes**

•we checked the details of Parish Council Minutes on the Council website from April 2024 to March 2025 to record points of note for any financial approvals or decisions that affected the budget of the Parish Council and to ensure that details were correctly shown in the Financial Ledger.

**Exercise of Public Rights 2024**

•The 2024-2025 AGAR Annual Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2024.
•This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.
***(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulation 2015).***

**Transparency Code Regulation 2015**
•As the Parish Council has an annual turnover not exceeding £25,000 the Internal Auditor is asked to check that the Council have published information on their website that is in accordance with the mandatory requirements of the Transparency Code Regulation 2015.
***(Audit Note: We are pleased to report that the Parish Council have published the required information on their website to ensure that they are compliant with the Transparency Code Regulation 2015).***

***As a reminder we have listed below the full requirements of the Transparency Code regulation as a reminder of the items that need to be displayed).***

**a. all items of expenditure above £100**
**b. end of year accounts**
**c. annual governance statement**
**d. internal audit report**
**e. list of councillor or member responsibilities**
**f. the details of public land and building assets**
**g. Minutes, agendas and meeting papers of formal meetings**

**End of Year Procedures**

A full check was carried out on the End of Year documentation provided by the Parish Clerk to confirm the accuracy of the details. This also included the validation of any variances of totals between 2023-2024 and 2024-2025 shown on the AGAR in Section 2 as required by the External Auditor which is over 15%.

All other information provided confirms the accuracy of the details to be shown in Section 2 of the AGAR and therefore we have signed the Internal Audit Report on the AGAR for 2024-2025.

**Audit Opinion**

All the internal control statements shown in the Internal Audit Report of the AGAR have been completed to show our opinion that there is an appropriate control framework in place for the Parish Council.

The Parish Council are required to adhere to the Accounts and Audit Regulations 2015 including the period for the Exercise of Public Rights to be fully completed and along with the copy of the Exemption Certificate publish the details on the Parish Council website before the 1 July 2025.

This letter report should be circulated for the next meeting of the Parish Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Report Letter should also be Minuted by the Parish Council.

Yours sincerely,

Tim Light FMAAT, AATQB

Internal Auditor