

Snetterton Parish Council

Internal Audit Report

Financial Year 2025/2026

Prepared by Carol A Bailey

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I have completed an internal audit of the accounts for Council for the year ending 31st March 2026. My findings are detailed below using the tests provided in the **Governance and Accountability(England) March 2023**.

I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	Min No 6x of the meeting of 30 March 2026
	Date Financial Regulations last reviewed	Min No 6j of the meeting of 30 March 2026
	Has a Responsible Financial Officer been appointed with specific duties?	Clerk is RFO
	Have items or services above the de minimus amount been competitively purchased?	Yes
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes
	Has VAT on payments been identified, recorded and reclaimed?	Yes – reclaim of £48.68 made on 1 April 2026 for 2025/2026 financial year
	Has s137 expenditure been approved and separately recorded and within statutory limits? (where applicable)	Yes
	Are Financial Regulations followed?	Yes
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Yes – updated Min No 6u of the meeting of 30 March 2026
	Is insurance cover appropriate and adequate?	Yes - Zurich

Internal control	Test	Observations
	Are internal financial controls documented and regularly reviewed?	Internal Control Policy Min 6q of the meeting of 30 March 2026
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	Yes – Precept of £8382.35 Min No 8b of the meeting of 13 January 2025 refers
	Has the precept been calculated from the budget and been approved?	Yes
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	Yes
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Yes
	Are security controls over cash and near-cash adequate and effective?	No cash used
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Yes
	Do salaries paid agree with those approved by the council?	Yes
	Are salaries above the National Living Wage/Minimum Wage?	Yes – Point 22
	Are other payments to employees reasonable and approved by the council?	Yes
	Have PAYE/NIC been properly operated by the council as an employer?	Yes
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	Yes – Min No 6a of the meeting of 30 March 2026 refers

Internal control	Test	Observations
	Do asset insurance valuations agree with those in the asset register?	Yes
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	Yes
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes
	Do accounts agree with the cash book?	Yes
	Has a year-end bank reconciliation been undertaken?	Yes
	Is there an audit trail from underlying financial records to the accounts?	Yes
	Where appropriate, have debtors and creditors been properly recorded?	Yes
Procedural	Have points raised on the last Internal Audit report been considered by council and actioned?	Yes
	Policy documents routinely updated?	Yes
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes
	Payments over £100 detailed on website?	No - but each set of Minutes holds an excerpt from the Cash Book
	Electors' rights advertised on website?	Yes

Internal control	Test	Observations
	Councillors' responsibilities detailed on website?	Yes – Link to District Council for Councillors Register of Interests
	Last financial year's AGAR on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Yes
General Data Protection Regulation (compliance from 25 May 2018) FOI Publication Scheme	Has the Council put in place a privacy policy?	Yes
	Is it on the website?	Yes
	Is there an FOI Publication Scheme? Is it on the website? Is it updated?	Yes Yes Yes

Part B: Trust Funds (If Applicable)

“The authority, in its capacity as the sole managing trustee of a local trust or trusts, has met its responsibilities as a trustee.”

Trust Identification	Is the Council the Sole Managing Trustee of any trust (Check Charity Commission)	N/A	N/A
Separate Accounting	Separate bank account and records for Trust Funds. No mixing with Council Funds	N/A	N/A
Trust Deed Compliance	Actions taken in line with Trust deed or Governing Document	N/A	N/A
Annual Reporting	Annual Return or accounts submitted to Charity Commission (if required)	N/A	N/A
Meeting Minutes	Decisions as Trustee are minuted separately from Council business	N/A	N/A

Part C: Assertion 10 – Digital & Data Compliance

Does the council use a dedicated, council-owned email domain for all official communications?	Yes
Has an IT policy been formally adopted by the council?	Yes

Is a current Data Protection Policy published and followed?	Yes
Are website accessibility statements present, up-to-date, and reviewed annually?	Yes
Has a data audit been conducted recently to confirm what data is held, where, and why?	Yes
Are all required documents published on the website according to the ICO's Model Publication Scheme and Transparency Code?	Yes

Summary of my recommendations:

This is an excellent set of accounts and I would congratulate the current Clerk for bringing the Council up-to-date, especially with Assertion 10 requirements. The Council's previous audit issues have now been resolved.

I would make the following minor observations and recommendations:

1. The 'Privacy Notice' link on the bottom banner of the website pages is currently broken – your website provider should be able to rectify this simply and quickly
2. Recent legislation states that all Councils should have a separate Bullying & Harassment Policy, even if it forms part of another policy. I would recommend this be done during 2026/2027
3. The range of policies on the website is admirable and to bring it right up-to-date I would also recommend the production of a General Reserves Policy during 2026/2027
4. Currently payments over £100 are on the minutes of each meeting – I would recommend a list of payments over £100 be put on the website with the Annual Accounts and AGAR to make the Council totally transparent

I would take this opportunity to thank the Clerk for her help in completing this audit in a timely fashion.

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