Leicestershire and Rutland ALC IAS

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:	SCALFORD PARISH COUNCIL		
Name of Internal Auditor:	DEBORAH ROLFE	Year ending:	31 March 2025
Date audit carried out:	14TH April 2025	Date of report:	3rd 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 its the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate. *Practitioners Guide* 1.39

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Reports from internal and external auditors 2023-2024

Please add additional boxes as required. If there are no recommendations or comments, please record None of N/A each time rather than deleting the tables.

All councils and parish meetings

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
Bank Balances.	**Recommend minuting bank balances.** - ACTIONED
Cemetery	**Plaque checks Recommend Clerk/Registrar attends Churchyard and Cemetery Management Course** ACTIONED
Councillor Register of Members' Interests	**Suggest publishing a link to Councillors' Register of Members' Interests forms on MBC's website.**- ACTIONED
Inspections	**Recommend formally minuting dates of park and street furniture inspections. -** ACTIONED
Legal Power of Expenditure and payment minute references	**It is good practice to record the Legal Power of Expenditure, the minute reference of the approved expenditure and the minute reference of the approved payment in the cash book. Minutes Ensure all payments are detailed accurately within Parish Council meeting minutes.** ACTIONED
Policies.	**Consider adopting a Health and Safety Policy. Reserves Monitor reserves in line with Council's own Financial Reserves Policy -** ACTIONED
Risk Assessment	**Suggest inclusion of business continuity within the Council's Risk Assessment.** ACTIONED
Website	**Consider migrating to a .gov.uk domain as advised in the JPAG Practitioners' Guide 2024, including all Council email accounts.** ACTIONED

Councils and parish meetings subject to a Limited Assurance Review for 2023-2024

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

Comment or recommendation from external auditor 2023-2024	Comment from internal auditor for this report

To the Chair of Scalford Parish Council

In accordance with the terms of my engagement, I undertook a review of Scalford Parish Council's accounts, records, policies and procedures for the financial year ending 31st March 2025, following which I completed and signed the Annual Internal Audit Report, of the Annual Governance and Accountability Return 2024/25 Form 2. Through a virtual meeting with the Clerk and by inspection of information publicly accessible via the Council's website, I was able to review aspects of the Council's systems including payroll, bank reconciliations, risk management, Council owned assets, budgetary control and the Exercise of Public Rights.

The report and findings are based on the information that was made available during the course of the audit. I am satisfied there are good internal control measures in place to protect the Parish Council from financial risk. To the best of my knowledge, all accounts and bank balances appear to be in order and accurate based on the information to hand, however, this internal audit does not involve the detailed inspection of all records and transactions of the Parish Council in order to detect error or fraud. With many thanks to Chris Clerk and RFO, for preparing the necessary documentation for the purpose of this internal audit.

I have detailed below my recommendations for 2024/2025

Recommendations for this report
All councils and parish meetings
Recommendations from internal auditor 2024-2025

Area for consideration or improvement	Recommendation
Digital and Data Compliance	The new assertion 10 in the Practitioners Guide relating to digital and data compliance will appear on the Annual Governance Statement for 2025/2026. All town and parish councils will need an IT policy and a generic email account hosted on an authority-owned domain. It is not a problem if councils do not comply with all aspects of this new assertion yet, however it is advised that Parish Councils review their responsibilities and implement a Policy before the end of the financial year. It is also suggested that using .gov.uk is best practice and documented in paragraphs 5.210 to 5.219(pages 56 & 57) in March 2024 edition of the NALC JPAG Practitioners Guide. Council and Councillors are recommended to move to a .org or .gov email address. It is noted that the Clerk is using the .gov email.

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	NO PETTY CASH HELD
G	
H	
I	
J	
K	DID NOT MEET CRITERIA
L	
M	
N	
O	DOES NOT HOLD ANY TRUST FUNDS

Section 2 - Accounting Statements 2024/25

	Year ending 31 March 2024	Year ending 31 March 2025
1. Balances brought forward	53530	49079
2. Annual precept	20000	23000
3. Total other receipts	12179	11474
4. Staff costs	7989	7843
5. Loan interest/capital repayments	0	0
6. Total other payments	28641	28194
7. Balances carried forward	49079	47515
8. Total cash and investments	49079	47515
9. Total fixed assets and long-term assets	160732	170033
10. Total borrowings	0	0

Yours sincerely,

LRALC Internal Audit Service

D M Rolfe

D M ROLFE

INTERNAL AUDIT

LRALC

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