

## INTERNAL AUDIT REPORT 2025/2026

Parish Council Name:

**Rawdon Parish Council**

Date of audit:

**23/04/2026**

Objective	QUESTIONS	ANSWER	RECOMMENDATIONS
Proper Bookkeeping	What systems are used - ieScribe/Rialtas/Edge/Excel/Quickbooks etc	Excel	
Proper Bookkeeping	Is cashbook maintained and up to date?	Yes. Cashbook is maintained and up to date.	
Proper Bookkeeping	Is cashbook arithmetically correct?	Yes. Cashbook is arithmetically correct.	
Proper Bookkeeping	Is the cashbook regularly balanced?	Yes - Monthly and reported to full Council meetings.	
Proper Bookkeeping	What basis are the accounts made up on - cash or accruals?	Cash - Receipts and Payments	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has the council formally adopted standing orders and financial regulations?	Yes - The Standing Orders were reviewed and adopted June 2025.	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has a Responsible financial officer been appointed with specific duties?	Yes. The Clerk acts as RFO and Clerk.	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Have items or services above the de minimus amount been competitively purchased?	Yes. A good audit trail is evident.	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes. A good audit trail is evident. A sample of invoices has been checked against cash book.	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has VAT on payments been identified, recorded and reclaimed?	Yes. VAT is correctly recorded on the cashbook and VAT126 claims have been submitted to HMRC corectly and in a timely manner.	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Does the Council have General Power of Competence?	No	

A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Is s137 expenditure separately recorded and within statutory limits?	Yes.	
Risk Management Arrangements	Does a review of the minutes identify any unusual financial activity?	None. A sample of minutes were reviewed and no unusual activity identified.	
Risk Management Arrangements	Do minutes record the council carrying out an annual risk assessment?	Yes.	
Risk Management Arrangements	Is insurance cover appropriate and adequate?	Yes. Insurance documents and certificate viewed and deemed adequate.	
Risk Management Arrangements	Are internal financial controls documented and regularly reviewed?	Yes.	
Risk Management Arrangements	(Burial Authorities only) Is the Council aware of the Ministry of Justice guidance on "Managing the Safety of Burial Ground Memorials"	N/A	
Budgetary Controls	Has the council prepared an annual budget in support of its precept?	Yes. Clerk produces recommended budget based on actuals of current and previous years, known estimates and predicted costs/inflation. Council reviews and makes decision.	
Budgetary Controls	Is actual expenditure against the budget regularly reported to the council?	Yes. Reported to Council regularly.	
Budgetary Controls	Are there any significant unexplained variances from budget?	None.	
Income Controls	Is income properly recorded and promptly banked?	Yes.	
Income Controls	Does the precept recorded agree to the Council Tax authority's notification?	Yes.	
Income Controls	Are security controls over cash and near-cash adequate and effective?	N/A. No petty cash held.	
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A	
Petty Cash Procedures	Is petty cash expenditure reported to each council meeting?	N/A	
Petty Cash Procedures	Is petty cash reimbursement carried out regularly?	N/A	
Payroll Controls	Do all employees have contracts of employment with clear terms and conditions?	Yes.	
Payroll Controls	Do salaries paid agree with those approved by the council?	Yes.	
Payroll Controls	Are other payments to employees reasonable and approved by the council?	Yes.	

Payroll Controls	Have PAYE/NIC been properly operated by the council as an employer?	Yes. Clerk processes payroll monthly, payslips provided as part of payments approval monthly Cllr Shemilt checks payroll as part of internal controls.	<p>The Council should ensure that its approach to councillor expenses is clearly documented and consistently applied, in line with the Practitioners' Guide 2025 and the Localism Act 2011.</p> <p>The Council's current procedure which has been explained by the Clerk is in accordance with the guidance. The Council should continue to carry out the following:</p> <ul style="list-style-type: none"> <li>* Continue to require prior Council approval for all councillor expenditure</li> <li>* Ensure all claims are supported by receipts or valid invoices</li> <li>* Require councillors to declare any disclosable pecuniary or prejudicial interests and to take no part in the approval of their own claims</li> <li>* Ensure decisions and declarations are clearly minuted</li> </ul> <p>Recommendation: To make the process more robust the Council could consider further formalising the arrangements within the Financial Regulations or a specific expenses policy, including where a councillor's business supplies goods or services, to demonstrate transparency and value for money.</p>
Asset Control	Does the council maintain a register of all material assets owned or in its care?	Yes. Asset register is maintained and updated on a regular basis as and when any changes occur.	
Asset Control	Are the assets and Investments registers up to date?	Yes. Asset register is maintained and updated on a regular basis as and when any changes occur.	
Asset Control	Do asset insurance valuations agree with those in the asset register?	Yes.	
Bank Reconciliation	Is there a bank reconciliation for each account?	Yes. Bank reconciliations viewed and checked against bank statements. No issues identified.	
Bank Reconciliation	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes. Accounts reconciled monthly and reported via budget/finance report each month.	
Bank Reconciliation	Are there any unexplained balancing entries in any reconciliation?	None.	
Bank Reconciliation	Is the value of investments held summarised on the reconciliation?	Yes.	
Year End Procedures	Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes, receipts and payments basis. Where an authority's gross income or expenditure is not more than £200,000 for that year, or for either of the two immediately preceding financial years, the statement may take the form of a summary receipts and payments account.	
Year End Procedures	Do accounts agree with the cashbook?	Yes.	
Year End Procedures	Is there an audit trail from underlying financial records to the accounts?	Yes, a good audit trail is evident.	
Year End Procedures	Where appropriate, have debtors and creditors been properly recorded?	N/A (Receipts and Payments)	
Market Authority	Is the Council are Market Authority and if so please provide a list of regular market traders so we can check their contracts & a rate card for contracted and casual traders	N/A	
Facilities	Do you manage any facilities, what systems do you use to record bookings and payments?	N/A	
Other Issues	Does the Council have responsibility for any Trust Funds or Charities? If so, are they independently examined?	No	

Other Issues	Assertion 10 Compliance:	The Council is compliant with the majority of requirements for Assertion 10. The Council has authority owned email addresses for all councillors and staff, the Council has an accessible website, the Council is compliant with GDPR requirements and the Council has adopted an IT Policy. The Council has not published documentation as specified in the FOI Act 2000 and Transparency Code.	The Council recognises that work is required to update the Council's Publication Scheme and a data mapping exercise is required to be undertaken. The Council is aware that it will be required to tick 'No' to Assertion 10 this year and will submit a report to the External Auditor with an explanation.
Other Issues	Any other issues that are worthy of reporting.	The current arrangements for backing up data: Cloud via OneDrive	

## AGAR Check

Name of smaller authority: Rawdon Parish Council

Full explanations required, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;

Rounding errors of up to £2 are tolerable  
Variances of £200 or less are tolerable

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?
1 Balances Brought Forward	91,141	87,151			
2 Precept or Rates and Levies	42,600	44,550		4.58%	NO
3 Total Other Receipts	12,878	9,956	-2,922	22.69%	YES
4 Staff Costs	21,256	24,169	2,913	13.70%	NO
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO
6 All Other Payments	38,212	52,665	14,453	37.82%	YES
7 Balances Carried Forward	87,151	64,823			
8 Total Cash and Short Term Investments	87,151	64,823			
9 Total Fixed Assets plus Other Long Term Investments and Assets	42,985	44,143	1,158	2.69%	NO
10 Total Borrowings	0	0	0	0.00%	NO

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Total Income	146,619	141,657
Total Expenditure	59,468	76,834
<b>Balance</b>	<b>87,151</b>	<b>64,823</b>

Difference to Box 7	0	0
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Difference Between 7 & 8	0	0
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