

## Healing Parish Council

### Internal Audit Checklist – May 2025

For audit for fy 24/25

<b>Name of Council</b>	<b>Healing PC</b>	<b>Name of Clerk</b>	<b>Kathy Peers</b>
<b>No of Councillors</b>	<b>5 out of 10</b>	<b>Name of RFO (if not Clerk)</b>	
<b>Quorum</b>	<b>3</b>	<b>Precept</b>	<b>£72,500</b>
<b>Electorate</b>	<b>2541</b>	<b>Gross budgeted income</b>	<b>£18,500+ precept</b>

#### 1. Book Keeping

Ledger maintained and up to date?	Yes		Cashbook provided prior to the audit, giving plenty of time for inspection and prepare any questions.
Arithmetic correct?	Yes		Using excel and formula in place for all arithmetic.
Evidence of Internal Control?			
VAT evidence, recording and reclaimed?	Yes		£4,933.48 Claimed May 2025
Payments supported by invoices, authorised and minuted?	Yes		Can see by reviewing the minutes that this is adhered to.
S137 separately recorded and within limits?	Yes		£1,012.46 total spend
S137 expenditure of direct benefit to electorate?	Yes		£34.97 D of E; £800 church grass cutting; £19.99 poppy wreath; £32.50 citizenship trophy & £125 garden club

#### 2. Due Process

Standing Orders adopted?	Yes		Agreed May 2024
Standing Orders reviewed at Annual Meeting?	Yes		May 2024
Financial Regulations adopted?	Yes		Discussed at May meeting and noted a new document will be circulated for approval
Financial Regulations tailored to Council?	Yes		No changes
Adequate internal controls for payments?	Yes		Payments still being made using online banking app. Only Clerk and Chair have this authority. All payments still discussed and minuted at meetings
List of members interests held?	Yes		Available on website, except for Cllr Briggs (not available) and Cllr Barker (link not working)

Agendas signed, informative and published with 3 clear days' notice?	Yes		Emailed, displayed on noticeboard, and made available online
Purchase orders/confirmations raised for all expenditure?	Yes		Continuing with the best practice of having multiple quotes for works and names removed for complete fairness and integrity.
Legal powers identified in minutes and or cashbook?	Yes		May 2024
Committee Terms of Reference and reviewed?	Yes		Continuation of previous years agreement.

3. Risk Management			
Does scan of minutes reveal any unusual activity?		No	Had the time to review the minutes online, before the audit was carried out. Noted nothing of concern
Annual risk assessment carried out?	Yes		May 2024
Insurance cover in place and appropriate?	Yes		Renewed with same company
Evidence of annual insurance review?			May 2024
Internal financial controls documented and evidenced?	Yes		Easier to confirm using online banking. No cash handling takes place other than at events where this is not always possible. Rules in-place for any cash handling. £100 cash float held
Minutes initialled each page and overall signed?	Yes		Random selection done – no issues
Regular reporting of bank balance?			Bank statements continue to be emailed out with agenda prior to and then discussed at meetings.

4. Budget			
Annual budget to support precept?	Yes		Usual style in-depth budget produced
Has budget been discussed and adopted by Council?	Yes		All covered in minutes
Any reserves earmarked?		No	None
Any unexplained variances from budget?	Yes		Money spent on solar panels, new playground equipment and decorating the Hall.
Precept demand correctly minuted?			

5. Payroll - Clerk			
Contract of employment?	Yes		No changes to the Clerk and no changes to contract
Tax code issued?	Yes		BR tax code used as Clerk using her allowance with another parish
PAYE/NI evidenced?	Yes		HMRC PAYE software being used.

Has Council approved salary paid?	Yes		Rate of pay set and agreed via Personnel Committee.
Any other payments reasonable and approved by Council?	Yes		Standard travel allowance in place.

6. Payroll - Other			
Contracts of employment?	Yes		All in place
Does Council have public liability cover?	Yes		Continuation with specialist company
Tax codes used?	Yes		Using the codes provided by HMRC
Minimum wages paid?	Yes		All on NLW
Pension obligations met?	Yes		Pension in place but no staff qualifying
Complaints procedures in place?	Yes		Published on parish website

7. Asset Control			
Does Council keep a register of all material assets owned?	Yes		Presented at audit for inspection
Is asset register up to date?	Yes		May
Value of individual assets included?	Yes		All updated where relevant
Inspected each year and reviewed?	Yes		Annually each May
Records of deeds, articles etc. kept?	Yes		All kept

8. Village Hall			
Are hirings made and recorded appropriately?	Yes		Diary used for bookings, shown at audit
Are payments made and recorded appropriately?	Yes		Payments levels agreed as part of budget meeting. Still using same letter codes to show payments, letter and refunds.
Are deposits refunded where appropriate?	Yes		Can be seen in the diary
Are diaries and schedules kept and reconciled to invoicing and payments properly?	Yes		Discussed at monthly meetings
Are staff wages paid appropriately according to village hall activities?	Yes		Salaried

9. Bank Reconciliations			
IS there a bank rec for each account?	Yes		Statements sent out for monthly review
Reconciliations carried out at least quarterly?	Yes		Confirmed by monthly minutes
Any unexplained balancing entries in reconciliation?		No	Nothing unexpected

<b>10. Year End Procedures</b>			
Year end accounts prepared on correct accounting basis?	Yes		No changes to current process.
Bank statements and ledger reconcile?	Yes		Carried out and evidenced via the minute review.
Underlying financial trail from records to presented accounts?	Yes		All seen and simple to follow.
Has Council agreed, signed and minuted sections 1 and 2 of the Annual Return?		No	Will be signed at the next meeting

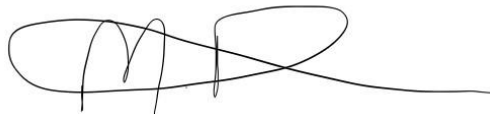
<b>11. Miscellaneous</b>			
Have points raised at last audit been addressed?	Yes		All discussed and sorted. Playground and village hall spending still ongoing
Are all electronic files backed up?	Yes		Cloud
IS GDPR being complied with?	Yes		Being considered at all times
Do arrangements for public inspection of Council's records exist?	Yes		Available online
Is the Council's gross annual turnover less than £25k (net of VAT) and if so, has it complied with the Smaller Authorities Regulations 2015?			Not applicable

**Any further additional comments/ notes from Auditor:**

Discussion took place regarding improving the playground and village hall further, with loan funding BUT as they are still being considered, they will form part of the next audit.

Internal Audit carried out by: Mark Peterson

Date: 28/05/2025



Signed:

Report sent to Council – signed by the Clerk :

Report received by Council – signed by the Chairman: