

Internal Auditor Report 2024-25

**Theddlethorpe Parish
Council**

Lincolnshire

Bridget Knight FLSCC CiLCA PiALC

21st April 2025

Contents

Page 3 -	Introduction
Page 4 -	Scope of Internal Audit
Page 5 -	Findings
Page 6 -	Findings Continued
Page 7 -	Other Items
Page 8 -	Summary

Introduction.

An internal audit of Theddlethorpe Parish Council's Governance and Internal Controls was undertaken as part of the audit for 2024-25.

A review of controls and systems including sample testing has been undertaken to ensure compliance and proper management. The process has included sample testing of transactions to help identify risks and weaknesses.

The matters raised in the report are only those that came to attention during the internal audit work, this is based on the information provided and documents reviewed and does not give a guarantee that material errors, loss or fraud does not exist.

Scope of Internal Audit.

The internal controls of Theddlethorpe Parish Council have been reviewed for 2024-25.

The following areas have been covered:

- Bookkeeping.
- Payments.
- Internal Controls.
- Expected income – including proper recording.
- Petty Cash (if applicable).
- Payroll.
- Asset Controls.
- Bank Reconciliations.
- Accounting Statements.
- Trust Funds (if applicable).
- Local Government Spending Powers.
- Policies.
- Minutes.
- Any outstanding audit actions.

Findings and Actions.

Internal Audit Section	Function	Findings	Recommendations
A	Accounting Records	Excel is used for accounting.	None.
B	Financial Regulations	Payments were supported by invoices. Expenditure was approved and VAT accounted for, and VAT was reclaimed during the year. Financial regulations are shown on the council's website.	None.
C	Risk Assessments	The council has an adopted risk register reviewed January 24.	None.
D	Precept	The precept was decided through the budgetary process, approved by full council in January.	None.
D	Budgets	Budget was set in January and reviewed regularly.	None.
D	Reserves	Explained.	None.
E	Income Controls	Income was received as expected and accounted for.	None.
F	Petty Cash	None.	
G	Payroll	Clerk salary shown on bank statement.	None.
H	Assets	The asset register is maintained and updated.	None.
I	Bank Reconciliations	Bank reconciliations are prepared and presented to council.	None.
J	Accounting Statements	Correct accounting basis and agree to cash book.	None.

Findings and Actions.

Internal Audit Section	Function	Findings	Recommendations
K	Exemption	Exemption form completed.	None.
L	Website	The council had correct documents available online.	None.
M	Period of public rights	Shown on the PC website.	None.
N	Publication requirements	Shown online.	None.
O	Trust Funds	None.	None.

Other items.

Local Government Spending Powers.	Decisions are taken properly in public meetings and spending powers are considered responsibility.
Policies.	The Financial Regulations and Standing Orders adopted by the Council are on the local authorities website.
Members pecuniary interests.	Available on PC website.
Minutes.	Minutes are available on the Council's website for residents to read.
Annual Meeting.	Annual meeting of the Parish Council is held correctly in May, with council representatives agreed and reports received.
Review of internal audit for last year	No issues noted.
Qualifications from previous year	None.
External audit for last year.	No matters raised.
Year End Process.	All income and expenditure has been correctly accounted with grant income shown.
Financial Statements.	Council balances have been reported correctly.
Annual Review	Forms completed.
Insurance	Insurance is correctly in place and council has agreed adequate.
Risk Assessments	Risk register in place.

Summary.

Theddlethorpe Parish Council, Lincolnshire has effective financial controls and an audit trail and good management.

This is based on the internal audit and sample testing.

Bridget Knight FSLCC CiLCA PiALC

21st April 2024