Littledean Parish COUNCIL
Internal auditor's report for the year ended 31 March 2026
Name of Auditor: Charlotte Matthews

I Charlotte Matthews confirm that I am independent of the Council and am competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council? b) reviewed using the most recent version? c) minuted?	 Yes Yes Yes	Annual Governance Statement Assertion 1	 Minuted standing orders reviewed and updated Document viewed on the council website Minutes reviewed and item was adopted in May 2025. Item 8 Council are using the recent up to date version.
1.2	Have Financial Regulations been a) tailored to council?	 Yes Yes		 Minuted financial Regs reviewed and updated Document viewed on the council website

	b) reviewed using the most recent version? c) minuted? (Objective B)		Annual Governance Statement Assertion 1	Minutes reviewed and item was adopted in May 2025.item 9
1.3	Does the council a) give grants? b) have a grant-awarding policy?	Yes Yes		Grant policy is published on the council website
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	Contracts have been sourced correctly Annual Governance Statement Assertion 2 & 3	there are no contracts sourced within this financial year. The previous grass cutting contract has been checked and was sourced correctly.
1.5	Code of conduct reviewed in the last 2/3 years?	Yes	Annual Governance Statement Assertion 3	Policy reviewed and is on the website Code of Conduct policy is published on the council website minuted as accepted May 12th 2025 item 7

2. Finance

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of	No		

	Competence been adopted (e.g., a minute reference), if Council qualifies?		Annual Governance Statement Assertion 3	The council declare it does not meet the required qualification. Minuted May 2025 item 18.7
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	Yes Yes	Annual Governance Statement Assertion 1 & 3	Accounts have been viewed and the column was on the accounting spreadsheets for the financial year
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	No	Annual Governance Statement Assertion 1	Direct debits are agreed monthly and not done annually
2.4	Was Petty Cash expenditure approved, if any? (Objective F)	N/A	Annual Governance Statement Assertion 1	No petty cash utilised
2.5	Is all expenditure supported by VAT invoices, if applicable? (Objective B)	Yes	Annual Governance Statement Assertion 1	Accounts have viewed and VAT records have been kept appropriately
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	Yes Yes	Annual Governance Statement Assertion 1	VAT has been reclaimed and is registered in the accounts VAT reclaim is minuted October 2025 Item 6.1

				VAT reclaimed in September and received and shown on the accounting statement as money received

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	Yes Yes	Annual Governance Statement Assertion 5	Policy has been reviewed and can be found on the Parish Website. This is showing on the website as last. reviewed in May 12th 2025. Item 15
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	Yes Yes	Annual Governance Statement Assertion 5	Policy was adopted in 2025. Website reviewed and policy found on the council website.
3.3	Asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	Yes Yes	Asset register should be published on the council website Annual Governance Statement Assertion 5	Asset register is reviewed annually in May 2025 item 13 by Council. Asset register can be found on the council website, under finance separate Tab asset register.

3.4	Evidence that assets			
	a) have been inspected for risk?	Yes		Assets are checked frequently, and issues are reported to council assets over £100 are listed
	b) reported in minutes?	Yes		Assets are reported to council in May 2025 item 7.
	c) any actions undertaken? (Objective C)	Yes	Annual Governance Statement Assertion 5	Assets are reviewed for risk throughout the year
3.5	Evidence that internal controls			
	a) take place?	Yes		Forms for financial checks have been reviewed and minutes reviewed to show the council undertakes the necessary checks,
	b) are documented?	Yes		
	c) minuted?	Yes		
	as per Council's Financial Regulations/Standing Orders (Objective B)		Annual Governance Statement Assertion 2	These take place quarterly and are minuted.
3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Yes	Annual Governance Statement Assertion 1	Minuted on the May 2025 meeting that Bank Reconciliations have taken place. Minuted 18.1 September item 6.2
3.7	Review of			
	a) investments?	Yes		Evidence viewed. Council has regular updates to the investments held within the accounts.
	b) bank mandates (signatories on bank accounts)? (Objective B/C)	Yes	Annual Governance Statement Assertion 1	Evidence has been viewed. Council has reviewed investments and bank accounts minuted May minuted item 18.4

3.8	If bank cards in use, are proper procedures in place? (Objective B)	N/A	Suggests that the council has a bank card for purchases by the clerk. The council can include a maximum spend limit with the agreement by email of two councillors. Annual Governance Statement Assertion 1	No bank cards are utilised
3.9	Are a) physical records secure? b) electronic records backed up?	 Yes Yes	 Annual Governance Statement Assertion 5	Conversation with Clerk evidenced that the records are backed up to the cloud and kept in secure offices and cupboards

4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review			Evidence of the budget has been previewed.
	a) prepared?	Yes		Minuted October 2025 item 6.6
	b) adopted?	Yes		Minuted January 2025 item 6.3
	c) minuted? (Objective D)	Yes	Annual Governance Statement Assertion 1	
4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any?	Yes		Evidence has been viewed within the minutes and prepared budget. The council has a reserves policy published on the website
		Yes		

	b) Were the general reserves reasonable? (Objective D)		Annual Governance Statement Assertion 1	
4.3	Was the precept demand for the year under review properly minuted in full council?	Yes		Evidence has been viewed within the minutes Minuted January 2026 item 6.4
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations)	Yes		This is completed monthly as part of the council financial information Minuted September 2025 item 6.2
	b) and evidenced in the minutes? (Objective D)	Yes	Annual Governance Statement Assertion 1	
4.5	Are any significant variances from budget reported?	Yes	Annual Governance Statement Assertion 2	This is completed monthly as part of the council financial information Minuted September 2025 item 6.2

5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Do all staff have a contract of employment?	Yes	Annual Governance Statement Assertion 3	An example of the staff contracts have been viewed.

5.2	Do salaries paid agree with those approved by Council? (Objective G)	Yes	Annual Governance Statement Assertion 1	Council approves the salaries monthly on the finance statement listing salaries under payments to be made. Amounts also show on the monthly bank reconciliations. The wage information also reconciles to the monthly statements shown. Minutes have been viewed. Example as item minuted September 2025 item 6.1
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	Yes Yes		Council utilises HMRC basic tools to complete the wages and HMRC information is uploaded monthly. Wages information has been viewed
5.4	Are Councillor's allowances and expenses properly authorised & controlled, if any?	Yes	Annual Governance Statement Assertion 1	There are a budget and policy in place, but expenses are not claimed by councillors
5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	Yes Yes	Annual Governance Statement Assertion 3	All employees are offered the pension scheme
5.6	Is Council a) registered with the Pension Regulator for auto-	Yes		Council has automatic renewal with the pension regulator

	enrolment pensions?			Pensions and wages are completed the clerk and are correctly registered and notified.
	b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)	Yes	Annual Governance Statement Assertion 3	

6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting? (Objective J)	N/A	Annual Governance Statement Assertion 1	Council uses a receipts and payments budgeting process and spreadsheets
6.2	Does Council as a whole consider, the year-end accounts in addition to 6.5? (Objective J)	Yes	Annual Governance Statement Assertion 1	Evidence has been seen on the council website on the agenda and is within the minutes minuted May 2025 item 18.5
6.3	Minute confirming that council is	N/A		

	eligible for Certificate of Exemption (only for councils with a turnover of less than £25,000) (Objective K)		Annual Governance Statement Assertion 1	
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Yes	Annual Governance Statement Assertion 3	Evidence has been viewed on the council website Minuted May 2025 Item 19.1
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Yes	Annual Governance Statement Assertion 3	Evidence has been viewed on the council website Minuted May 2025 Item 19.2
6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Yes	Annual Governance Statement Assertion 3	Evidence has been viewed on the council website
6.7	Did council correctly provide for the exercise of public rights?	Yes	Annual Governance Statement Assertion 4	Evidence is posted on the council website that the notice is on the website and has been

	(Objective M)			reviewed minutes are also reviewed and item is minuted 19.3 May 2025
6.8	Previous internal audit report reviewed by council and action taken where recommended?	Yes	Annual Governance Statement Assertion 7	Evidence has been viewed and is on the website
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	Yes	Annual Governance Statement Assertion 7	Council has minuted that they have reviewed and taken any necessary actions.

7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	Yes	Annual Governance Statement Assertion 3	Policies are found on the council website and have been reviewed.

7.2	Is the Council a Managing Trustee?	Yes	Annual Governance Statement Assertion 9	Council meets its statutory obligations as trustees
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	Yes	Annual Governance Statement Assertion 9	Trustees have met and discussed the skate park
7.4	Website Accessibility Statement on website home page?	Yes	Annual Governance Statement Assertion 3	Website has been reviewed, and accessibility statement has been found on the policies of the website.
7.5	Did council formally appoint Charlotte Matthews as the Internal Auditor?	Yes	Annual Governance Statement Assertion 6	Letter of engagement for the Internal Audit has been received from council.
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?	Yes	Annual Governance Statement Assertion 3	Council is a burial authority All registers are up to date and are invoiced correctly

8. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence

8.1	Minutes: a) DPIs or other interests recorded?	Yes		Evidence viewed on the council website
	b) published on website in draft form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L)	Yes		Every month these are on the agenda and written within the minutes
	c) initialled on each page and final page signed?	Yes	Annual Governance Statement Assertion 3	
8.2	List of members' a) responsibilities (Objective L) and	Yes	Annual Governance Statement Assertion 3	Responsibilities are posted on the website for the positions within council
	b) interests held and published on the website?	Yes		Items are published for each councillor under Parish Council the councillors Tab.
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Yes	Annual Governance Statement Assertion 3	Agendas have been viewed and noticeboards checked.
8.4	Summons issued in proper format?	Yes	Annual Governance Statement Assertion 3	Summons have been viewed and reviewed on the council website and noticeboard

For assertion 10 – I have checked the website and can see that the website meets the required standards.

The councillors' Have gov.uk emails and these are now be used for council business only. A reminder that councillors should not transact council business on council emails and should all undergo frequent GDPR training. This is now a requirement for assertion 10. The council has implemented an I.T policy as well as a financial risk policy and worked hard to prepare for Assertion 10.

A compliance check has been completed on the council website and this has found that the website is over 85% and has a 8.9 out of 10 compliancy score with the accessibility check so meets the required standard. There are some alerts and 2 errors shown relating to the labels and redundant links.

Please check wave.webaim.org to find the full report and amend as necessary if you wish for higher compliance next y

This council has a good administration that works to a high standard reflected in the work completed over the year.