SNETTISHAM INTERNAL AUDIT REPORT - 2024/25

INTERNAL CONTROL	**TEST**	**OBSERVATION / RECOMMENDATION**	**NOTE/S**
Proper Bookkeeping	Is the cash book maintained and up to date?	Yes	Council uses SCRIBE for its accounts
	Is the cash book correct arithmetically ?	Yes	Automatic, as above.
	Is the cash book balanced regularly?	Yes	Automatic, as above.
Standing Orders, Financial Regulations & Payment Controls	Has the Council adopted the Standing Orders & Fin Regs formally?	• SO's = yes • FinRegs = yes	
	Date SO's reviewed last?	June 2024	
	Date Fin Reg's reviewed last?	2023.	Out of date – adopt the latest version asap.
	Has and RFO been appointed with specific duties?	Yes.	Minutes of June 2024 confirm Clerk as RFO
	Have items or services above the *de minimis* amount (as per Fin Regs) been purchased competitively?	n/a	
	Are payments in the cash book, supported by PO's, invoices, been authorised and recorded in minutes?	Yes	
	Has VAT on payments been identified, recorded and reclaimed?	Not reclaimed during 2024/25.	VAT on payments is identified and recorded to enable recovery

	Is S137 expenditure recorded separately and within the statutory limit?	Yes.	2228 Electors. Explicit reference to s137 in cashbook.
	Have S137 payments been approved and included as such in the minutes?	Not specifically.	Suggest explicit reference in discussion to 's137'.
Risk Management Arrangements	Does a review of the minutes identify any unusual activity?	Yes.	February 25 – letter of claim from UKPN. March 25 – funding for Memorial Hall.
	Do minutes record the Council carrying out an annual risk assessment or review of their risk management scheme?	No	Unable to locate a risk management assessment on web-site. Risk assessment has been done on an ad hoc basis, while new policy is developed.
	Date of Risk Assessment / Management Policy review and adoption	n/a	
	Is insurance cover appropriate and adequate?	Yes.	Standard insurance policy for local government.
	Are internal financial controls documented and reviewed regularly?	Policy adopted April 2025.	
Budgetary Controls	Has the Council prepared an annual budget in support of its precept and is this minuted as being approved?	Yes - January 2024 minutes approve new precept for 2024 - 2025	However, the precept was not calculated based on differences between sum to fund and cash on hand balances + income.
	Has the precept been calculated from the budget and been approved?	Yes	

	Does the budget include an actual completed year?	No.	Includes previous year's budget. Possibly due to new clerk being in place. Suggest addition to Budget template.
	Is actual expenditure against budget reported regularly to the Council?	Yes	
	Has the Council agreed a General Reserve Policy?	Yes.	Precept Calculation Note January 2025 mentions GR of 60% of running costs). Suggest separate formal policy.
	Are there any significant unexplained variances from budget?	Not able to detect any.	
	Where necessary, does the Council have a formal Investment Policy?	n/a	
Income Controls	Is income recorded properly and banked promptly?	Yes – referenced in minutes	
	Does the precept recorded agree to the Council Tax authority's notification?	Yes.	
	Are security controls over cash and near-cash adequate and effective?	n/a	
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices / receipts?	n/a	
	Is petty cash expenditure reported to each Council meeting?	n/a	

	Is petty cash reimbursement carried out regularly?	n/a	
Payroll Controls	Do all employees have contracts of employment with clear terms and conditions?	Yes	Clerk contract confirmed July 2024.
	Do salaries paid agree with those approved by the Council?	Yes – minutes state that members voted to hire a clerk on a national scale	Individual payments approved by cllrs at meetings.
	Are salaries above the National Living Wage / Minimum Wage?	Yes.	Minutes indicate clerk contract of employment was to be at a point on the NJC national scale (29)
	Have PAYE & NIC been operated properly by the Council as an employer?	Yes.	Note: a payment for locum clerk services was paid on invoice during the relevant year. This is incorrect. The locum should have been paid on payroll.
Asset Controls	Does the Council maintain a register of all material assets owned or in its care?	Yes.	
	Are the assets and investments register up to date? When was the last time these were reviewed?	Yes.	
	Do the asset insurance valuations agree with those in the asset register?	Yes.	Includes an uplift figure.
Bank Reconciliation	Is there a bank reconciliation for each account and is this reported to Council?	Yes	

	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes - Delays imposed by staffing issues and consequential difficulties in obtaining info from bank	Minutes refer to frequent delays in the receipt of bank statements to permit reconciliation, indicating that the council is not using the electronic facility to simplify bank recon
	Are there any unexplained balancing entries in any reconciliation?	No – only recon issue had a good reason in support	
Year End Procedures	Are year-end accounts prepared om the correct accounting basis? Receipts and Payments, or Income and Expenditure?	Yes.	
	Do accounts agree with the cash book?	Yes.	
	Has a year-end bank reconciliation been undertaken?	Yes.	
	Is there and audit trail from the underlying financial records to the accounts?	Yes	
	Where appropriate, have debtors and creditors been recorded properly?	n/a	
Procedural	Is eligibility for the General Power of Competence evidenced properly?	n/a	
	Have points raised on the last Internal Audit report been	In part.	Some outstanding issues regarding the Town Lands charity. Clerk is aware.

	considered by Council and actioned?		
Transparency – for smaller Councils with turnover over £200,000	Have the following been published? • All items of expenditure over £ 500? • End of year accounts • Annual Governance statement • Internal Audit Report • List of councillor or member responsibilities • Location of public land and building assets • Agendas and minutes of formal meetings	• Payments noted within Minutes from June 2024. • Yes. • Yes • Yes • Yes • Noted in May 2024 Minutes • No. • yes	Note: Transparency Regulations do not apply to councils with turnover between £25,000 to £200,000. However, SPC has voluntarily complied with most requirements.
Councils with charities	Are all Charities up to date with Charity Commission filing requirements?	Yes.	Townlands Trust (charity number 290948)
	Has the Council been named as the Sole Trustee on Charity Commission Register?	Yes.	
	Is the Council acting in accordance with the Charity Trust Deed?	Unknown.	
	Are the Charity meetings and accounts recorded separately from those of the Council?	Yes.	
General Data Protection	Has the Council adopted a Data Protection policy?	Yes.	

	Has the Council put in place Privacy Notices	Yes.	
Miscellaneous	Is the Council registered with the Information Commissioner's Office?	Yes.	DD April 2024.
	Does the Council's web-site meet accessibility requirements?	Yes.	The provision of the website is outsourced, and council is assured by providers that the framework meets the requirements, via an Accessibility Statement.

Per Pro Services Ltd
June 2025