Snettisham Parish Council

Internal Audit Report
Financial Year 2025/26

Prepared by Sarah Hunt
4th, 7th, 10th June 2026

I have completed an internal audit of the accounts for Snettisham Parish Council for the year ending March 2026.

My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes. Scribe software used.
	Is the cashbook arithmetically correct?	Yes. Software calculates.
	Is the cashbook regularly balanced?	Yes.
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes. Yes.
	Date Standing Orders last reviewed	Taken to Council 13th May 2025. Agreed to review in 2026. Reviewed May 2026.
	Date Financial Regulations last reviewed	Taken to Council 13th May 2025. Working meeting agreed. Reviewed May 2026.
	Has a Responsible finance officer been appointed with specific duties?	Yes – minuted June 2024. Checked at last audit.
	Are payments in the cashbook supported by invoices, authorised and minuted?	Most invoices uploaded to Scribe. Payment schedules taken to each meeting.
	Has VAT on payments been identified, recorded and reclaimed?	Yes.
	Is s137 expenditure separately recorded and within statutory limits?	Yes The limit for 2026-27 is £11.60 per elector. The limits should be advised to Councillors annually.
	Have S137 payments been approved and included in the minutes as such?	No. S137 payments must be identified as such within the minutes.
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No. I note that the clerk is a signatory on the account – the Clerk should be an administrator and only Councillors should be signatories. The review of signatories on the May minutes did not record that Clerk is also a signatory.

	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Risk Management Assessment approved 10.2.26 – Item 302.3
	Is insurance cover appropriate and adequate?	The asset register does not align with the insurance schedule – £140,000 of streetlights exceeds the total street furniture sum without additional items. I would recommend that the insurance is checked across to all assets held to reassure council it is not underinsured. The Council office is insured for the value of £192,140. A desktop rebuild assessment can be commissioned to ensure this is adequate for any demolition/rebuild purposes. Council will want to ensure that it holds on file both a risk assessment and a register for attendees for any councillor/volunteer work that it undertakes. Any subcontractor should provide insurance proof to be held on file.
	Are internal financial controls documented and regularly reviewed?	Internal Controls reviewed and adopted 15th April 2025
Internal control	**Test**	**Observations**
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	25/26 – January 14th 2025. Item 125.3 26/27 – January 13th 2026. Item 290.1
	Has the precept been calculated from the budget and been approved?	25/26 – recorded as £125,843.00 (January 14th 2025 Item 125.4). 26/27 – recorded as £125,843.02 (January 13th 2026 Item 290.2)
	Does the budget include an actual completed year?	2026-2027 – Yes.
	Is actual expenditure against budget regularly reported to the council?	Yes

	Are there any significant unexplained variances from budget?	Overall Council operated within Budget and regular reviews ensure Councillors are aware.
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Cashbook: £62921.51 Received 30.4.25 and 30.9.25
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	Yes - (Balance of 10p remaining, petty cash being phased out of use)
	Is petty cash expenditure reported to each council meeting?	As utilized.
	Is petty cash reimbursement carried out regularly?	N/A – balance being reduced.
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Checked in 2024-2025 by internal auditor. Confirmed at July 2024. Contracts provided and re-checked.
	Do salaries paid agree with those approved by the council?	All salary payments presented to Council for agreement.
	Are salaries above the National Living Wage/Minimum Wage?	Yes
	Are other payments to employees reasonable and approved by the council?	Yes
	Has the Council complied with Pension Re-enrolment duties?	Yes - re-enrolled 2nd February 2026.
	Have PAYE/NIC been properly operated by the council as an employer?	Yes – HMRC Basics utilized – payroll managed in house.
Internal control	**Test**	**Observations**
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Not included within scribe and no completed Form 3 agar forwarded. Also not recorded on explanation of variances form provided as not included within scribe. This will want to be manually added to Form 3 before submission to the external

		auditor. Council will want to satisfy itself that the figures on the agar and variance form agree to the asset register and this includes all assets/disposals/acquisitions, and all items are covered by insurance.
	Are the assets and Investments registers up to date? When were these last reviewed?	These are not documented as having been reviewed by Council during the year. All acquisitions should be minuted as should all disposals – I am unable to ascertain the change from 2025-26 to 2026-27 evidenced through the minutes.
	Do asset insurance valuations agree with those in the asset register?	No.
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes. Minuted monthly.
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes.
	Are there any unexplained balancing entries in any reconciliation?	No.
	Is the value of investments held summarised on the reconciliation?	Yes
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes, R&P
	Do accounts agree with the cash book?	AGAR – £ 270,261.81 Statements; - *326 £ 483.35 *436 £269,772.86 PETTY CASH £5.60.
	Has a year-end bank reconciliation been undertaken?	Reconciliation - £ 270,261.81
	Is there an audit trail from underlying financial records to the accounts?	Yes – spot checks undertaken.
	Where appropriate, have debtors and creditors been properly recorded?	N/A

Procedural	Is eligibility for the General Power of Competence properly evidenced?	N/A
	Have points raised on the last Internal Audit report been considered by council and actioned?	Yes
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	N/A –full council minutes are on the website but committee minutes are missing. Good practice is for committee minutes to be published.
	Agendas for whole year on website?	N/A – for good practice committee agenda's should also be available.
	Payments over £100 detailed on website?	N/A – all payments within minutes.
Internal control	**Test**	**Observations**
	Electors' rights advertised on website?	Yes. 17th June to 28th July 2025.
	Councillors' responsibilities detailed on website?	No.
	Last financial year's AGAR on website?	Yes.
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	No.
Burial Authorities only	Are fees levied in accordance with the Council's approved scale of fees and charges?	N/A
	Have fees for the cemetery been reviewed and agreed by Council?	N/A
	Have burial books been kept up to date and are they safely stored?	N/A
Allotments only only	Has a list of allotment holders with amounts paid to Council been submitted?	Not administered by the Council.
	Have fees for the allotments been reviewed and agreed by Council?	N/A

Councils with charities only	Have Charities reported and accounted separately?	Yes
	Has the Council been named as Sole Trustee on the Charity Commission Register?	Yes
	Are the Charity meetings and accounts recorded separately from those of the Council?	Yes
ICO	Is data processed appropriately / Is Council registered with the Information Commissioners Office?	Yes. Expires 28th April 2027.
General Data Protection Regulations	Has the Council adopted a Data Protection Policy?	Adopted 7th November 2018. It may be prudent to review this given the recent changes.
Internal control	**Test**	**Observations**
	Has the Council put in place Privacy Notices?	No. Privacy notice tab on website links to Data Protection Policy above.
Assertion 10 – Digital and Data compliance	Email address - Does authority must have a generic email account hosted on an authority owned domain,	Yes. clerk@snettishamparishcouncil.gov.uk
	Website – Does website meet legal accessibility guidelines	Yes. Up to date accessibility policy in place reflecting recent law changes.
	Has IT policy been adopted?	Yes. 10th February 2026.
	Has a data audit been undertaken?	No.

Thank you to Roberta for supplying everything so promptly.

Council holds all funds within Barclays Bank – the sums appear to exceed the FSCS limits of protection with one institution of £120,000 per business. Council may wish to consider spreading this risk and holding money in other interest bearing accounts for reserves.

Sarah Hunt
Internal auditor