

Annual Internal Audit Report 2024/25

Kelbrook & Sough Parish Council

www.kelbrookandsough-pc.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		✓	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✓	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

11/04/2025

Name of person who carried out the internal audit

Safia Kauser - Internal Audit Yorkshire

Signature of person who carried out the internal audit

S. Kauser

Date

13/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

ANNUAL INTERNAL AUDIT REPORT 2024/25

KELBROOK AND SOUGH PARISH COUNCIL

SUPPORTING EXPLANATIONS AND ACTION TAKEN FOR NON-COMPLIANCE

Kelbrook and Sough Parish Council were faced with the following challenges during 2024/25.

- Resignation of Clerk/RFO in August 2024. New Clerk/RFO appointed February 2025.
- Chair absent from September onwards due to ill health. Resigned March 2025.
- Cllr resignation leaving 3 active members. Despite active recruitment it took until March 2025 to co-opt 2 new members.

Internal Control Objective C

This authority did not assess the significant risks to achieving its objectives and did not review the adequacy of arrangements to manage these.

Un-adopted Business Continuity and Risk Management Policies were available at the time of the audit but could not be accepted. The policies were adopted at the Annual Parish Council meeting on 8th May 2025. Minute ref: 2025.08.05.11

Internal Control Objective D

The precept or rates requirement did not result from an adequate budgetary process; progress against the budget was not regularly monitored; and reserves are slightly high.

The budget process for 2026/27 will be carried out according to section 4 of the council's Financial Regulations and in conjunction with its Standing Orders.

Budget analysis for February and March 2025 was available at the time of audit but could not be accepted. Budget analysis will continue to be presented to council monthly.

Council acknowledges that reserves are on the high side, however, the availability of an asset register and the subsequent requirements for condition monitoring of its street furniture and other items will determine if the maintenance budget for 2024/25 is adequate. If not, Council will have to resolve to use monies from reserves.

Internal Control Objective L

The authority did not publish the required up to date information on its web site at the time of the audit and in accordance with relevant legislation.

As Council now has a turnover under £25k they are now subject to the Transparency Code for Smaller Authorities 2014 which requires additional information to be available on its web site . This list is not exhaustive:

- Annually publish by 1st July all expenditure exceeding £100
- Year-end financials
- Draft minutes and all associated papers
- Annual Governance Statement with explanations of negative responses
- A copy of the Internal Audit Report in the format included in the Annual Return with explanations of negative responses explained to the internal auditor.

Council will ensure it complies with the requirements of the Transparency Code for Smaller Authorities 2014.