



CAINCSROSS PARISH COUNCIL
Internal auditor's report for the year ended 31 March 2025
Name of Auditor: J.Shirley

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are 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. Governance and Policies

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
1	Have Financial Regulations been a) tailored to	a) Yes b) No c) Yes	Financial regulations on website	There is a newer model version of Financial Regulations now available, recommend adopting the new version for 2025/26	Assertion 1

	council? b) reviewed using the most recent version? c) minuted? (Objective B)		Minutes on website for 13/05/24 item 10/24.		
2	Have Standing Orders been a) tailored to council? b) reviewed using the most recent version? c) minuted?	a) Yes b) Yes c) Yes	Standing Orders on website Minutes on website for 13/05/24 item 09/24.		Assertion 1
3	Code of conduct reviewed in the last 2/3 years?	Yes	Code of Conduct on website Minutes on website for 13/05/24 item 11/24.		Assertion 3

2. Finance and Accounting

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
4	Bank reconciliations are considered by Council? (Objective I)	Yes	Bank Rec – Feb 2024, April 2024, June 2024, October 2024 FSP minutes eg 19/06/24, 16/07/24, 22/10/24		Assertion 2

5	VAT claims have been submitted and are up to date (objective E)	Yes	VAT return and VAT summary from accounts software		Assertion 1
6	S137 a) is there a separate account for payments? b) are totals within statutory limits? (objective A)	Yes to both	S137 payments report		Assertions 1&3
7	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes	Minutes on website for 13/05/24 item 14/24.		Assertion 2
8	Cashbook provided and random sample checked. Give details at Annex A.	Yes	Sample of transactions	Recommend that every schedule of approved payments is attached to the published minutes	Assertion 2
9	Internal controls a) policy in place? b) evidence checks took place as per Council's Fin Regs/Standing Orders (Objective B)	a) Yes b) Yes	Policy on website Signed check for Nov 2024		Assertion 2
10	Was budget for 24-25 a) prepared?	a) Yes b) Yes c) Yes	a) Budget report b) Minutes on website 18/12/23 item 153/23		Assertion1

	b) adopted by Full Council? c) Were the earmarked reserves identified? d) Were the general reserves reasonable? f) Was precept calculated and approved? (Objective D)	d) Yes e) Yes f) Yes	c) Minutes on website 18/12/23 item 153/23 d) Balance Sheet shows General Reserves to be sufficient for approx. 6 months expenditure and council reviewed reserves 13/05/24 item 18/24.		
11	Were end of year accounting statements a) prepared? b) match cashbook? c) supported by report?	Yes to all	Minutes on website for 13/05/24 item 18/24.		Assertion 6
12	Did the council periodically compare budget vs spend (as detailed in the FRs)? (Objective D)	Yes	FSP minutes eg 13/08/24, 22/10/24, 19/11/24		Assertion 1
13	Was Petty Cash expenditure a) Approved? b) supported by receipts? c) VAT accounted for?	N/A	No Petty Cash		Assertion1

	(Objective F)				
14	Was Insurance policy reviewed to ensure still fit for purpose? (Objective C)	Yes	Minutes on website for 13/05/24 item 15/24. Insurance schedule & Motor vehicle insurance schedule		Assertion 5
	<i>Note Councils have not been asked to submit any information on burials. Auditor to check sample if appropriate.</i>				

3. Payroll and Employment

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
15	Do all staff have a NALC contract of employment? Copy seen by auditor? <i>Note to auditor checklist asks for 'clerical'. Use</i>	No but	One contract of employment viewed – based on NALC contract of employment and terms.		Assertion 3

	<i>judgement if this is not appropriate</i>				
16	Has Council's PAYE / NIC been properly dealt with (including year-end procedures)? P32 seen (if relevant)? (Objective G)	Yes	P32 for Q3 viewed. Payroll it outsourced.		Assertion 3
16a	<i>Note to auditor. Councils not required to provide evidence but check that Council has met pension obligations</i>	Yes	Acknowledgement letter from Pensions Regulator dated 05/01/24 confirming declaration of compliance.		Assertion 2

4. Transparency and Public Rights

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
17	Are all sections of the 23/24 AGAR published on the website? (Objective L/N)	Yes			Assertion 3

18	Did council correctly provide for the exercise of public rights? (Objective M)	Yes	Council website and dates confirmed in minutes 13/05/24 item 21/24.		Assertion 4
19	23/24 internal (and if relevant external) audit report/s reviewed by council and action taken where recommended? If relevant is exemption from external audit form on web site and correctly minuted?	Yes	Restating Box 2 and 3 on AGAR for 2024/25. Minutes on website 25/03/24 item F223/24.	Recommend including the date of the previous meeting in the minutes when approving minutes to aid clarity for the reader.	Assertion 7

5. Additional information – if relevant

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
20	Has the General Power of Competence been adopted?	No			Assertion 3
21	Have assets a) been inspected for risk?	a) Yes b) Yes	a) Play area inspection report 24/02/25, Bus Shelter inspection Feb		Assertion 5

	b) any actions undertaken and recorded? (Objective C)		2025, Tree Survey March 2025. Monthly play inspections eg 12/11/24 minutes item 84/24. b) Recreation minutes 8/10/24, 12/11/24. Also Full Council 28/04/25 for tree works identified in March 2025 survey.		
22	Is asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	Yes to both	Minutes on website for 13/05/24 item 12/24. Asset register on website.		Assertion 5
23	Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	Yes to both	Minutes on website for 13/05/24 item 16/24. Policy on website.		Assertion 5
24	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	Elm Tree Road tender specification & advertised on Contract Finder Pavilion Hall sound reduction work – 3 quotes considered		Assertion 2
25	Is the Council a Managing Trustee? a)charity name b)charity number	N/A			Assertion 9

c) Copy of 23/24 AGM minutes seen (Objective O)				
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Annex

Sample Checks

Expenditure

Ref no	Amount	Payee	Date of minute where expenditure originally approved	Date of approval of payment in Minutes	Payment date	Two signatures on cheque stub/two cllr authorisers for internet banking? Invoices initialled by signatories?	VAT	Power to spend? Yes or No	S.137?	Comments/Do they match Financial Regulations?
1867	£500	Stroud Valleys	Old Agreement	FSP 16/04/24	17/04/24	2 cllrs authorise online payments	No	Yes		OK
1918	1005.08	Opus	Agreement from March 2022	D/D	07/05/24	Approved annually	Yes	Yes		OK
1917	3307.50	TW Hawkins	FC419/23 FC 27/02/23	FSP 14/05/24	17/05/24	2 cllrs authorise online payments	Yes	Yes		OK but slight rounding issue on VAT – 2p more on invoice than txn on Edge
1955	575.50	D Thornton	FC012/24 29/04/25	FSP 19/06/24	24/06/24	2 cllrs authorise online payments	No	Yes		OK
1994	132	Passion First Aid	Clerk	FSP 16/07/24	26/06/24	2 cllrs authorise online payments	Yes	Yes		OK

1989	110	Shaun Moore	Clerk emergency repair	FSP16/07/24	30/07/24	2 cllrs authorise online payments	No	Yes		OK
2054	2034	Sean Sutton Building	Clerk	Retrospective FSP 13/08/24	02/08/24	2 cllrs authorise online payments	Yes	Yes		OK
2077	882.60	Stroud Alarms	Rec 51/24 6/8/24	FSP 17/9/24	18/09/24	2 cllrs authorise online payments	Yes	Yes		OK
2075	534.60	All Done & Dusted	Old agreement in 2020	FSP 17/09/24	02/10/24	2 cllrs authorise online payments	Yes	Yes		OK
2168	2032.53	LGPS	Old Agreement	Contractual	18/10/24	2 cllrs authorise online payments	No	Yes		OK
2231	14992.38	Staff salaries	Old agreement	Contractual	20/11/24	2 cllrs authorise online payments	No	Yes		OK
2299	2000	Enovert	FC 16/12/24 FC151/24	FC 16/12/24 item FC151/24	23/12/24	2 cllrs authorise online payments	No	Yes		OK
2293	1699.20	Earth Anchors	Rec86/24 12/11/24	Can't find date	22/01/25	2 cllrs authorise online payments	Yes	Yes		OK but need to attach payments schedule to minutes
2386	61.47	Tesco Mobile	Old agreement	DD	24/02/25	Approved annually	No	Yes		OK
2409	500	Cashes Green & Applewood	FC191/25 24/02/25	Can't find date	06/03/25	2 cllrs authorise online payments	No	Yes	Yes	OK but need to attach payments

		Organic & Wildlife Allotment Association								schedule to minutes
2431	19365	B1ke Ltd	REC65/24 10/09/24	FC 27/01/25 item 169/25 FC 31/03/25 (not attached to minutes in error	31/03/25	2 cllrs authorise online payments	Yes	Yes		OK but need to attach payments schedule to minutes

Income

Name on invoice/name of payee	Amount	Promptly banked? Bank Statement (month)	Receipt minuted? Yes or No	Comments
HMRC (VAT)	4088.51	BACS 19/04/24		OK
HFT	40	BACS 07/06/24		OK
Various cash receipts on 16/10/24	210	CASH241016		OK