Internal Audit, year ending 31st March 2025

Clerks Review of Audit & Associated Actions

An internal audit is undertaken to;

- review and assess the soundness, adequacy, effectiveness and reliability of financial and performance management systems
- review and assess the efficiency and effectiveness of internal control arrangements and working practices and make recommendations to improve these where appropriate
- review and assess the adequacy of procedures to ensure the Council's assets and interests are adequately protected and risks are identified and effectively managed
- check for compliance with legislation and the Council's integrity and ethical standards, policies and procedures

The Internal Auditor has carried out a thorough audit of all Council functions and processes, cross checking online documentation with physical records.

Overall the audit was successful and the full report given an improvement on last years report.

There are still some gaps, that Council are aware of and many of the problem areas have already been addressed and/or plans are in place for the 2025/26 period.

Below is the Clerk's findings from the Audit Report, with an action plan.

ISSUE	**ACTION**	**SCHEDULE**
Section 2 – Payment Controls		
Council to implement two tier signatory controls for payments	Two failed attempts were made in 24/25 to move Council to a new banking partner with dual authorisation	Ongoing
	Clerk to attempt again to move to Lloyds bank	End of September
Section 4 – Risk Management		
Failure to consider risks associated with functioning of a smaller authority	**May 2025** - Council has adopted a new financial risk assessment policy, reviewing and making sure that processes are in place to mitigate risk	✓
	Regular reviews of finances by non-signatory members	At least 6 monthly
	May 2025 - Council has adopted an Internal Control Statement and reporting tool to test and approve a formal review of internal systems	✓
	Regular Internal Control Reports to monitor against the above	At least 6 monthly

Section 5 – Budgetary Controls		
	Recommendation: Council to adopt, a general reserve policy, identifying the level of reserves that are appropriate to its size, situation, risks and plan its budget to ensure that the adopted level is maintained	End of September
Section 11 – Internal Audit		
Some items remain outstanding from 2024 and 2023 audit	Action plan to be produced and adopted by Council to address areas of improvement, action required and timeframe	✓
Section 15 - GDPR		
Council not adopted Model Publication Scheme	Clerk has been working on this and documentation is ready for Cllr approval and adoption	July Meeting

Prepared by Clerk & RFO, Justin Hook | 10th June 2025