Internal Auditor Report

2025-26

East Hanney Parish Council

Bridget Knight FSLCC CiLCA PiALC

2nd June 2026

Contents

Page 3 - Introduction
Page 4 - Scope of Internal Audit
Page 5 - Findings
Page 6 - Findings Continued
Page 7 - Other Items
Page 8 - Summary

Introduction.

An internal audit of East Hanney Parish Council's Governance and Internal Controls was undertaken as part of the audit for 2025-26.

A review of controls and systems including sample testing has been undertaken to ensure compliance and proper management. The process has included sample testing of transactions to help identify risks and weaknesses.

The matters raised in the report are only those that came to attention during the internal audit work, this is based on the information provided and documents reviewed and does not give a guarantee that material errors, loss or fraud does not exist.

Scope of Internal Audit.

The internal controls of East Hanney Parish Council have been reviewed for 2025-26.

The following areas have been covered:

- Bookkeeping.
- Payments.
- Internal Controls.
- Expected income – including proper recording.
- Petty Cash (if applicable).
- Payroll.
- Asset Controls.
- Bank Reconciliations.
- Accounting Statements.
- Trust Funds (if applicable).
- Local Government Spending Powers.
- Policies.
- Minutes.
- Any outstanding audit actions.

Findings and Actions.

Internal Audit Section	Function	Findings	Recommendations
A	Accounting Records	Scribe is used for accounts.	None.
B	Financial Regulations	Payments were supported by invoices, approved payments shown in minutes. Expenditure was approved and VAT accounted for.	None.
C	Risk Assessments	Available on PC website, dated 2025.	Review of the financial risk assessment.
D	Precept	The precept was decided through the budgetary process, approved by full council in January.	None.
D	Budgets	Budget was set in January and reviewed regularly.	None.
D	Reserves	Reviewed by council, breakdown supplied, held for Pavilion project.	None.
E	Income Controls	Income was received as expected and accounted for.	None.
F	Petty Cash	None.	
G	Payroll	Payments to staff and HMRC are shown.	None.
H	Assets	The asset register is maintained.	None.
I	Bank Reconciliations	Bank reconciliations are completed.	None.
J	Accounting Statements	Correct accounting basis and agree to cash book.	None.

Findings and Actions.

Internal Audit Section	Function	Findings	Recommendations
K	Exemption	n/a	None.
L	Website	Correctly shows document.	None.
M	Period of public rights	Not shown on website, the minutes confirm dates which do not include the first 10 working days of July.	Check the dates include first 10 working days in July to comply. .
N	Publication requirements	The Clerk and Chairman explained that they did comply with the publication requirements at the time. They were instructed by the external auditor to remove for their website.	Upload the AGAR and public rights notice onto the website.
O	Digital and Data Compliance	PC website confirms compliance and is monitored. An IT policy has been reviewed and adopted. The main email address is .gov.uk	None.
P	Trust Funds	n/a	None.

Other items.

Local Government Spending Powers.	Decisions are taken properly in public meetings and spending powers are considered responsibility.
Policies.	The Financial Regulations and Standing Orders adopted by the Council are on the local authorities website.
Members pecuniary interests.	Pecuniary interests are listed on the principal authority website.
Minutes.	Minutes are available on the Council's website for residents to read.
Annual Meeting.	Annual meeting of the Parish Council is held correctly in May.
Review of internal audit for last year	No issues noted.
Qualifications from previous year	None.
External audit for last year.	None.
Year End Process.	All income and expenditure has been correctly accounted for.
Financial Statements.	Council balances have been reported correctly.
Annual Review	Forms prepared.
Insurance	Insurance is correctly in place and council has agreed adequate.

Summary.

East Hanney Parish Council, has effective financial controls and an audit trail and good management.

East Hanney stated they complied with the publication requirements at the time and were asked by the external auditor to remove the AGAR from their website. At the time of this internal audit the AGAR and public rights were not displayed for 25-26.

This is based on the internal audit and sample testing.

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