MOSTON PARISH COUNCIL

INTERNAL AUDIT REPORT – FINANCIAL YEAR 2024-25

The Internal Audit has been undertaken with reference to page 4 of the Annual Governance and Accountability Return 2024/25, and Section 4 of the Governance and Accountability for Smaller Authorities in England Practitioners Guide. The opinion formed during the Internal Audit is based on the evidence provided in the form of documents, accounts and receipts etc., in addition to consultation with the Clerk.

Area Covered	Observations	Recommendations
A. Appropriate accounting records	Accounting records are kept on a spreadsheet, referencing expenditure to minutes and budget headings. Supporting documents are kept digitally.	
B. Financial regulations, payment controls and VAT	Expenditure is itemised and approved at meetings, sometimes retrospectively, and documented in the minutes. VAT paid is recorded in the cashbook, and this is used as the source for VAT claims made on a timely basis.	
C. Risk management	A detailed risk assessment was approved 11/9/24. A review of the minutes did not identify any unusual activity by the council.	
D. Budgetary process	Spend against budget is reviewed and minuted at each meeting. Approval is sought when transferring surpluses to cover negative variances in the year. The 25/26 budget was approved 22/1/25.	
E. Income controls	The level of precept for 25/26 was discussed and approved.	
F. Petty cash	No petty cash transactions.	
G. Payroll controls	The clerk's salary is processed by Shires Pay Services, ensuring accurate calculation of net pay and tax and RTI filing with HMRC.	

H. Asset controls	An inspection of assets was recorded on the register 19/8/24. It was noted that the Clerk's laptop was replaced after the inspection at a lower cost to the original, but the total value of assets was unchanged at the year-end. This seems acceptable given it was purchased whilst on offer and the replacement value is the same as the cost of the original.	
I. Bank reconciliation	Bank reconciliations are done on a regular basis, and presented and approved at meetings. The cashbook reconciled to the bank statements at the year-end.	
J. Accounting statements	The financial statements are prepared on the correct basis and agree to the accounting records.	
K. Exemption from assurance review	The council fulfilled the criteria and correctly declared itself as exempt.	
L. Publication of required information on website	Required information available on the website is up to date at the time of audit.	
M. Exercise of public rights	The 2023/24 Notice of Public Rights were published on the website 12/4/24.	
N. AGAR publication	Publication requirements for the 2023/24 AGAR have been complied with, with the exception of an analysis of variances. Bank reconciliations are to be found in the minutes.	