

**SAXILBY WITH INGLEBY PARISH COUNCIL**  
**ANNUAL INTERNAL AUDIT REPORT FOR THE 2023/2024**  
**FINANCIAL YEAR**

The Internal Audit Checklist has been completed at various times throughout the Financial Year by the Internal Auditor in conjunction with the RFO/Parish Clerk. A monthly appraisal of the accounts has also been undertaken by the Internal Auditor. There have been no major findings.

1. The Parish Council operates a robust financial accounting system. For the 2024/2025 Financial Year the Parish Council are introducing a new computer accounting system "Xero". This should be more streamlined and easier to manage than the current system.
2. Risk assessments are regularly carried out where necessary and by the relevant officers or external inspectors.
3. Budgets are appropriately monitored, and spending is reviewed against each set budget throughout the year. The precept is considered, approved and adopted within the relevant timescales.
4. Income is appropriately recorded. A formal burial register is maintained and is up to date. There is an effective diary system in place for hall hire and income from this is appropriately monitored.
5. Salaries are paid in accordance with the relevant regulations. Tax liability, National Insurance and pension contributions are managed by an external company.
6. VAT, where appropriate, is automatically re- claimed via a computerised system.
7. A formal Asset Register is in place and is amended as and when assets are purchased or disposed of. The Asset Register now reflects the status of Saxilby with Ingleby Parish Council as the custodian trustee of the Recreation Ground Charity, with the charity property being marked as a "Nil" value.
8. Standing Orders and Financial Regulations are reviewed as and when required and annually as a minimum.
9. All financial information pertaining to Saxilby with Ingleby Parish Council is freely available on the parish council website for parishioners to access.
10. Correct insurance policies are in place.

**11. Project Plan : There is a project plan currently in place to ensure that the parish council operates within the legal boundaries of being a custodian trustee of the Recreation Ground Charity. This is ongoing; there is the possibility of a lease agreement being put in place for the parish council to occupy and utilise the community centre, wheeled park and play area. It is hoped that this will be finalised by the end of 2024. The bowls club and the tennis club will take on a lease from the Charity. The parish council continues to own outright the Mill Lane facilities. A charity trustee bank account has now been opened and income banked.**



**Sandra Waller**

**Internal Auditor**

**22<sup>nd</sup> May 2024**