

## **SAXILBY WITH INGLEBY PARISH COUNCIL**

### **ANNUAL INTERNAL AUDIT REPORT FOR THE 2024/2025 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/Assistant Clerk. A monthly appraisal of the accounts has also been undertaken by the Internal Auditor. There have been no major findings.

- The parish council operates a robust financial accounting system. For the 2024/2025 Financial Year the new computer system “Xero” has been utilised. This has meant that the accounting system is now more streamlined, with all invoices accessible on the computer system and all invoices are authorised electronically, this makes it easier to operate and control the large number of invoices that have to be dealt with, eliminating paper invoices.
- Given the recent changes in personnel with the Parish Council, it would be prudent to review all Bank Mandates to ensure that they are up to date, and the relevant signatories are aware of their responsibilities with regard to their authority.
- Risk assessments are regularly carried out, by the relevant staff members or by external inspectors.
- The precept is considered, approved and forwarded to WLDC within the relevant timescales. Budgets are set and regularly monitored throughout the year.
- Within the new Xero accounting system income is recorded and monitored. Income can be from hall hire, burials and work carried out on behalf of WLDC. There is a robust system in place for monitoring income from hall hire.
- Salaries are paid in accordance with current regulations. An external company manages the payroll on behalf of the Parish Council.
- Vat, where appropriate is automatically re-claimed via a computerised system.

- A formal Asset Register is in place and is amended as and when assets are purchased or disposed of.
- Standing Orders and Financial regulations are reviewed as and when necessary and annually as a minimum. All other Policies are reviewed within the relevant timescales.
- All financial information to Saxilby with Ingleby Parish Council is freely available on the Parish Council website for the public to access.
- All insurance policies are up to date and relevant certificates displayed in public areas.
- Saxilby with Ingleby Parish Council as Custodian Trustees for Saxilby Public Recreation Ground: the project plan is ongoing. Income allocated to the Recreation Ground Charity as agreed in the Project Plan is now being banked into a separate account. A lease agreement has been put in place for Saxilby with Ingleby Parish Council to lease the St Andrews Community Centre, Wheeled Park, Play Area and Muga from the Recreation Ground Charity.

Sandra Waller

Internal Auditor

24<sup>th</sup> May 2025