

Saxilby with Ingleby Parish Council

Internal Auditor's Report

I confirm that I have carried out the following tasks:

- The inspection of invoices (electronic), computer records, bank statements, minutes, and other items such as insurance documents, quotes for work etc
- Reviewed the accounting and internal control systems.
- I will report to Saxilby with Ingleby Parish Council when required and at least annually on the results of such tests of the system that I have carried out throughout the year in the format required in the statutory Annual Governance and Accountability Return (AGAR).

I understand that I will have direct access to a meeting of the Full Council after appropriate notice (except in an emergency) to deliver any report in person should it be considered necessary.

I confirm that I have found all working practices to be correct and satisfactory and have nothing to report on this occasion.

GDPR

Action progress from previous GDPR audit carried out on 4 December 2023 reviewed:

Action	Progress
1. Complete GDPR Action Plan including data audit and Appendix 2 of NALC's GDPR Toolkit for local council's August 2022	In progress – to complete 31 July.
2. Complete GDPR Audit held on system	Complete.
3. Set up a reoccurring calendar of document disposal on outlook based on NALC LTN 40	Complete.
4. Check all staff members have signed privacy notice held on-file	On-going - clerk to review
5. Check and delete any redundant payees on the banking system	On-going - clerk to review
6. Develop a disposal and retention policy	Records management policy V1.0 Apr 2024 in place. Review due in Feb 2026.

Wednesday 11 June 2025

- Internal audit of May accounts completed – WLDC invoice £7.58 refuse collection to be reconciled with the May and not June invoice on Xero.

Signed: 

Date: 11 June 2025

Sandra Waller

Hours worked:

4.0 Total Hours May internal audit and GDPR audit