

Jill Larcombe  
6 The Old School  
Chapel Street  
Tiverton  
EX16 6ND  
Tel 01884 252647

## Internal Audit Report for Templeton Parish Council

### Financial Year 2024/25

Internal Control Objective	
A. Appropriate accounting records have been properly kept throughout the year.	Appropriate accounting records have been kept throughout the year.
B. The authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	The Financial Regulations were last reviewed on 25 <sup>th</sup> March 2025 and include the new Procurement Regulations.
C. The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage them	The risk assessment was reviewed on 21 <sup>st</sup> January 2025. Appropriate levels of insurance cover for public liability, employers' liability and fidelity are in place.
D. The precept or rates requirement resulted from an adequate budget process; progress against the budget was regularly monitored; and reserves were appropriate.	Adequate budget process. A precept of £4,060 was requested and the correct amount of precept received. The Clerk has monitored the budget and introduced financial reporting. The reserves have reduced during the year because payments were higher than receipts. Taking into account earmarked reserves, general reserves are at an acceptable level. The Council has adopted a Reserves Policy.
E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Yes Only income is the precept. There is no requirement for the Council to be VAT registered and there is no VAT on income. There is no bank interest as there is only a current account.
F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for	No petty cash.

G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	A formal contract of employment has been put in place for the Clerk whose employment commenced on 1 <sup>st</sup> April 2024. Salaries have been paid in accordance with the authority's approvals and PAYE & NI requirements have been properly applied. No requirement for pension contributions.
H. Asset and investments registers were complete, accurate and properly maintained	List of assets provided.
I. Periodic and year end bank reconciliations were properly carried out	Regular bank reconciliations are carried out and presented at Council meetings. The bank statements should be signed by the person checking the bank reconciliation. The Financial Regulations state the year end reconciliation will be signed by someone other than the Chair. The reconciliation at 31 <sup>st</sup> March 2025 agrees with Box 8 on the Accounting Statement.
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate creditors and debtors were properly recorded	Yes Accounts prepared as receipts and payments. Payments supported by an adequate audit trail. No creditors or debtors.
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt.	Yes The Council met the exemption criteria and correctly agreed to declare itself exempt. The Certificate of Exemption was published on the Council's website.
L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with any relevant transparency code requirements	Information is published on the Council's website. It is up to date at the time of the internal audit in accordance with the transparency code,
M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	Yes, the authority correctly provided for the exercise of public rights. The date of the publication of the notice was correctly the working day before the period commenced and it included the first fourteen working days of July. The period for inspection was 24 <sup>th</sup> June to 2 <sup>nd</sup> August, thirty working days.
N. The authority complied with the publication requirements for the prior	The publication requirements for the 2023-24 AGAR have been met.

year AGAR.	
O. Trust funds (including charitable) - the Council met its responsibilities as a trustee	Not applicable

*Jill Larcombe*

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15<sup>th</sup> May 2025