Darrington Parish Council Internal Audit Report

Completed by Scott Currell Davis, 7th June 2025

Introduction

The purpose of this report is to fulfil the requirements of an internal audit of the financial accounts for Financial Year 24/25 and to ensure that:

- Appropriate accounting records have been kept
- Council's financial regulations have been met
- Council assessed the significant risks
- Budget and forecasting was completed
- All payments were properly supported by receipts
- Account reconciliations were properly carried out

This report will follow the same format of the 23/24 report. During 2024/25 there were 57 items of expenditure, which can be tracked through the accounts to demonstrate whether there is a governance process in place.

This process consists of the expenditure being approved during the monthly Parish Council meetings and captured within minutes subsequently signed by the Chair to demonstrate the approval of the transactions. There is subsequently the ability to track the expenditure through the accounts via bank statements and bank account monthly summaries.

Following this the monthly summary of accounts are presented at each Parish Council Meeting, which then reviews the budget, actuals and forecast for the remaining financial year.

Audit Sample

To determine whether the above process has been adapted, a sample of 6 random transactions was selected for audit.

TRANSACTION SPOT CHECK						
Check No.	1	2	3	4	5	6
Transaction type	Purchase Invoice	Reimbursement	Purchase Invoice	Claim for services provided	Purchase Invoice	PWLB Loan Repayment
Supplier/Customer	Lancaster Memorials	Home Bargains	WJPS t/a Active Council	Mr. P.G. Maw	P.C.C. of Darrington	United Kingdom Debt Management Office
Invoice/Transaction No.	11-2425	18-2425	54-2425	13-2425	36-2425	20-2425
Invoice/Transaction date	03.05.2024	07.06.2024	21.01.2025	None	16.10.2024	01.07.2024
Goods/services supplied	Memorial Plaque	Food items for D-Day Picnic in the Park	Website and email	Refurbished benches and notice boards	Repair to village / church clock	Repayment of loan for lamp posts
Ledger date	17.05.2024	17.06.2024	17.02.2025	17.05.2024	20.11.2024	29.07.2024

Ledger Reference	11-2425	18-2425	54-2425	13-2425	36-2425	20-2425
Item/Budget heading	Parish project – air crash memorial	Parish projects	Parish project – govt compliant website	Grass/gardening /maintenance	Parish projects	Loan payments – street lighting loan
Ref/cheque No.	11-2425	18-2425	54-2425	13-2425	36-2425	Direct debit
Authorised by	2 x authorised signatories	2 x authorised signatories	2 x authorised signatories	2 x authorised signatories	2 x authorised signatories	Council meeting
Order Minute Ref	May 2024	June 2024	February 2025	May 2024	November 2024	July 2024
Delivery evidence	Memorial plaque installed	Food items at picnic	Website & emails set up	Refurbished benches and notice boards	Repaired clock	Payments up to date
Payment minute ref	11-2425	18-2425	54-2425	13-2425	36-2425	20-2425
Insurance value	£1,343.90	n/a	n/a	n/a	n/a	n/a
Payment value	£1,343.90	£7.52	£1,204.80	£800.00	£500.00	£1,104.17
O/S Statement value	£0.00	£0.00	£0.00	£0.00	£0.00	£14,636.22
Timely payment	Yes	Yes	Yes	Yes	Yes	Yes
VAT recorded	Yes	n/a	Yes	n/a	n/a	n/a
S137 recorded in ledger	n/a	n/a	n/a	n/a	n/a	n/a
S137 minuted	n/a	n/a	n/a	n/a	n/a	n/a
Notes	The memorial plaque was funded by donations received from the public as documented in the April 2024 bank statement		Includes registration of gov.uk domain name, Office 365 email set up, website set up and annual support	This cost is provided for under the budget line-item maintenance	The Council contributed to the cost of the repair, which exceeded £1,000 in total	Loan is for upgrade of the lamp posts – these do not belong to the Parish Council and therefore not insured by the Parish Council
Pass	√	√	√	√	√	√

Following the audit of the sample transactions it can also be demonstrated that each month there are summaries of account, budgets and forecasting information which are filled with the monthly minutes, even where monthly minutes were not available.

There is also evidence that the VAT return for 2024/25 was submitted and this value was recognised within the income for the Financial Year.

Recommendations

Whilst there are no significant areas of concern, it is recommended that the Council considers implementing the below suggestions to ensure that it remains up to date with current governance policies and procedures:

1. Implement the proposed change of secure file location.

Conclusion

In conclusion to this audit, there is a fully auditable process in place which is managed by the Responsible Financial Officer and relevant governance is in place to ensure that all transactions are approved and accounted for accordingly.

Signed: ______________________

Dated: 28/06/2025