



## Internal Audit Report.

Council:	Ingham Parish Council
Internal Auditor:	Elaine Atkin
Year Ending:	31 <sup>st</sup> March 2026
Date of Report	01/03/2026

This internal audit has been conducted in accordance with SAPPP Practitioners' Guide - March 2025 - Section 4 'Internal Audit'. It is recommended that a council completes an intermediate mid-year audit which allows any weaknesses in governance and internal controls to be corrected during the financial year and an end-of-financial-year audit.

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and sampling tests undertaken by me and consequently the report is limited to those matters set out below.

**The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to further audit enquiries being raised and the external auditor issuing a qualified opinion.**

# Lincolnshire Association of Local Councils

## Internal Audit Report.

### **To the Chairman of Ingham Parish Council**

I have examined council business documents including policies, agendas & minutes, accounting and financial statements and other documents relevant to this internal audit.

I confirm that I am independent of the council, its officers and councillors and its activities and I identified no conflicts of interest to my work with this council to the best of my knowledge.

The results of this internal audit are recorded on the next page. If any part of the audit was found to 'unsatisfactory' I have provided recommendations to improve the weakness identified.

I would like to thank Gavin for his time and input into this audit, which has been completed over a few weeks, with information assessed online and also provided via email.

Yours sincerely

***Elaine Atkin***

Internal Auditor

Lincolnshire Association Local Councils

Date: 01/03/26

<b>Area of work checked</b>	<b>Outcome</b>
Implementation of previous auditor recommendations	Evidence produced
Implementation of previous AGAR weaknesses/ recommendations	Evidence Produced
Key Governance Review	Evidence Produced
Transparency	Evidence Produced
Accounting	Evidence Produced
Budget	Evidence Produced
Income Control	Evidence Produced
Bank Reconciliation	Evidence Produced
Petty Cash	Not applicable
Asset Control	Evidence Produced
Risk Management	Evidence Produced
General Administration	Evidence Produced
Proper Process/Practice	Evidence Produced
Payroll/HR	Evidence Produced
Information and Data Compliance	Weaknesses identified
Transaction spot checks	Evidence Produced
Year-end process	Not audited
Allotments	Not applicable
Cemetery/burials	Not applicable
Charities	Not applicable
Community Buildings	Not applicable
Markets	Not applicable
Other:	Choose an item.
Other:	Choose an item.

There were a few minor observations, and these have been flagged up in the internal audit checklist (identified as '**Observation:**').

There are a few recommendations (below), which are listed under the applicable heading as per the Internal Audit Checklist. The key recommendation (item 5) centres on the requirements of Assertion 10 in the AGAR for 2025-26.

## **Recommendations**

1. Key Governance Review: As per the Practitioners' Guide, the dates for public inspection should be approved and minuted.

2. Budget: Whilst the January 2025 meeting reviewed the (2025-26) budget, it did not approve it and no details were minuted. As per the Practitioners' Guide, the budget should be considered, approved and minuted.
3. Risk Management: A Health & Safety Policy should be put in place, as the threshold above which such a policy is required (five or more), has been met. (Councillors and volunteers as well as officers should be counted).
4. Proper Process/Practice: In order to meet the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003 regulation 31, the clerk considers adding a statement on the website to confirm that there are no members allowances and no chair's allowance in place.
5. Information and data compliance: Council should review the requirements of Assertion 10, as per the Practitioner's Guide. In order to be able to say Yes to this Assertion, it will specifically need to address the council email address, test and update its Website Accessibility Statement and introduce an IT Policy.

## Recommendations regarding the Annual Governance Statement 2025-26

The requirements to state 'Yes' for each assertion is described in Chapter One Practitioners Guide 2025-26.

<b>Annual Governance Statement Assertion</b>	<b>Internal Auditor comments</b>
<p><b>Assertion 1 - Financial management and preparation of accounting statements</b>  <i>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</i></p>	
<p><b>Assertion 2 - Internal control</b>  <i>We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</i></p>	
<p><b>Assertion 3 - Compliance with laws, regulations and proper practices</b>  <i>We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.</i></p>	
<p><b>Assertion 4 - Exercise of public rights</b>  <i>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</i></p>	
<p><b>Assertion 5 — Risk management</b>  <i>We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required</i></p>	
<p><b>Assertion 6 — Internal Audit</b>  <i>We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</i></p>	
<p><b>Assertion 7 — Reports from Auditors</b>  <i>We took appropriate action on all matters raised in reports from internal and external audit</i></p>	
<p><b>Assertion 8 — Significant events</b>  <i>We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.</i></p>	
<p><b>Assertion 9 — Trust Funds (local councils only)</b>  <i>Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</i></p>	
<p><b>Assertion 10 - Digital and data compliance</b>  <i>We considered and implemented the requirements to protect data and information.</i></p>	

-End of Internal Auditor's Report-