INTERNAL AUDIT CHECKLIST 'YEAR END 2024/25'

Name of Authority: **Hampton PC**..**Date(s) of Audit:** **21st May 2025** ....

Audit Completed By: **Rosie Hughes** ....

AGAR Certificate Reference	**Work Completed by CAPALC**	**Comments**	**Recommendations**
A. Appropriate accounting records have been properly kept throughout the year.	During our visit(s) we have reviewed the accounting system and checked that the information is recorded accurately and promptly. This means we have reviewed the cashbook, examined a sample of financial transactions, ensured bank reconciliations (see item I) are carried out, etc. This list is just an example.	Accounting systems have been reviewed for the year. A change has been made from Rialtis to Excel spreadsheets. Bank Reconciliations were only available from December 24 to March 25. Petty cash was used during the year. Not all receipts were available.	1. Bank Reconciliations are now in place each month, and should be approved by council each month. (Clerk now has this procedure in place for 25/26). 2. Petty Cash – No longer in use for 25/26. A change has been made to use a debit card. 3. Bank mandates to have two councillor signatories. **Council response**:

B.	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	We have reviewed Financial Regulations and Standing Orders ensuring they are adequate and if model documents are used, they are up to date. We have also reviewed procedures for approval of invoices and payments, checked recording of VAT and that VAT is claimed where appropriate. If debit/credit cards are held, we have established the limits and ensured there are controls in place for usage.	Financial Regulations and Standing Orders are in place and model documents used. (Reviewed and updated by new clerk and approved by council on 11.5.25) Procedures for approval of invoices are in place. VAT has been claimed for 2 previous years by the new clerk. Petty Cash card has been cancelled, and a new debit card is in place. Petty cash usage was excessive, however larger payments are now going through the bank.	None – Internal Control Objective met. **Council response**:
C.	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	We have checked to see that the Council has a Risk Register in place. If in place, we have checked to see if the Council has considered all significant risks, appropriate levels of insurance is in place, arrangements are in place for	A Risk Register is in place and has been approved by the council. Insurance policy is now in place, there was a period between April	1. The Council insurance lapsed for 5 months, which was a high risk for the council. 2. It is noted that a new policy was put in place from December 2024.

	monitoring public open spaces, etc. and that a process of internal control is in place.	and December when the council was not insured.	**Council response**:
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	We have checked that the Council has considered its income and expenditure requirements to formally adopt an appropriate budget. That the Council has reviewed performance against the budget throughout the year, has established Earmarked Reserves which are reviewed annually during the budgetary process. That the precept request is submitted to the relevant authority on time and matches the receipt in the accounts.	The accounts are based on an income and expenditure basis. The Precept was raised against a budget, and submitted on time. EMR in place. CIL not reported to city council. No evidence that the budget was reviewed through the year between April and December.	1. CIL to be accounted for, as a report is required to be made to the City Council. CIL should be monitored as it needs to be spend in the order it is acquired, and within 5 years of receipt. 2. Unable to review the budgets for YE 2024. No evidence that it has been monitored throughout the year. **Council response**:
E. Expected income was fully received based on correct prices, properly recorded and promptly blanked; and VAT	We have checked that expected income has been received and checked that there are no obvious omissions. Income may include allotments, cemeteries, hall hire,	Income from the Precept and Allotments has been received.	None – Internal control objective met.

appropriately accounted for.	leases, or other revenue streams depending on the council. We have checked that there are appropriate follow ups made for 'aged debtors'.	There are no aged debtors.	**Council response**:
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	If held, we have considered the amount of petty cash held in line with the number of transactions made during the year.	The Petty cash receipts were not all accounted for. New clerk has identified petty cash payments, and updated accounts accordingly.	1. Petty Cash was used during the year. The new clerk has now reconciled the account for petty cash, however not all receipts were found. 2. Noted a debit card now in place. **Council response**:
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.	We picked one month and tested the payroll to ensure the correct deductions have been made, payments made on time and correct amounts.	PAYE was done by LGS Services, now inhouse via HMRC. Nest Pension in place. All approved and correct.	None - Internal control objective met. **Council response**:
H. Asset and investment registers were complete	We have checked to see that the Council has a formal asset register in place and that it is up to date with any acquisitions and disposals. If	Asset Register is in place, correct and properly maintained.	None – Internal control objective met.

and accurate and properly maintained. *This section/assurance should be extended to include loans to or by the authority.*	there are long-term investments, we have checked to see that an Investment Strategy is in place.	An investment strategy is in place. No loans.	**Council response**:
I. Periodic bank account reconciliations were properly carried out during the year.	We reviewed a selection of bank reconciliations throughout the year including year end.	Bank account reconciliations have been carried out from December to March 2024.	1. Ensure that bank accounts are reconciled each month and at year end. **Council response**:
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	We have reviewed the accounting statements or the year ended 31st March 2025 to ensure that they have been prepared correctly on an [income and expenditure] or [receipts and payments] basis and are adequately supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Accounts on an Income and expenditure basis. Allotment receipts are now included within the parish council accounts. There are no debtors and creditors, other than VAT refund.	None – Internal control objective met. **Council response**:
K. If the authority certified itself as exempt from a limited assurance review	We have confirmed that the Council was subject to limited assurance review OR	N/A	None – N/A

	in the prior year, it met the exemption criteria and correctly declared itself exempt.	We have confirmed that the Council was exempt, met the criteria and correctly declared itself exempt.		**Council response**:
L.	The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with the relevant legislation.	We have reviewed the Council's website (or webpage) to confirm it is meeting the requirements of the relevant regulations.	Accounts and Audit Regulations met. GDPR Regulations met. WCAG 2.2AA. FOI – publication scheme on website.	None – Internal control objective met. **Council response**:
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.	We have reviewed the notice announced during the summer of 2024 along with Sections 1 and 2 of the 2023/24 AGAR. We have obtained evidence that the required documentation has been published on the Council's website (webpage).	16th Dec to 29th Jan. Extension of time from PKF Littlejohn granted. Published on website.	None – Internal control objective met. **Council response**:
N.	The authority complied with the publication requirements for the prior year AGAR.	We have reviewed the documentation the Council published for the 2023/24 AGAR was compliant with regulations.	On website and complied with publication requirements.	None - Internal control objective met. **Council response**:
O.	Trust funds (including charitable) – the council met its responsibilities as a trustee.	We have reviewed the Council's responsibilities with respect to [enter charities here] OR We have checked that they are not responsible for any charities.	No Trust funds or Charities.	None – N/A **Council response**:

Notes

In our column entitled ‘Recommendations’ we have highlighted areas where we believe improvements could be considered or attention is required if necessary. If we feel you should be considering a response to your Assertions under Section 1, we have commented under our column ‘Comments’.