

# Black Rose Solutions Ltd

## Internal Audit - Report

Name of Council : **Salt and Enson Parish Council**  
 Date of Audit : **2nd October 2025 and 9th April 2026**

### Annual Return - Internal Control Objectives

<b>A. Appropriate accounting records have been properly kept throughout the financial year.</b>	YES
Is the cashbook maintained and up to date?	yes
Is the cashbook arithmetic correct?	yes
Is the cashbook regularly balanced?	yes
The council uses Excel for its cashbook. No issues noted.	
<b>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</b>	YES
Are payments supported by invoices?	yes
Is all expenditure approved?	yes
Is VAT appropriately accounted for?	yes
Does the Council hold Power of Competence?	no
Re adopted?	n/a
If not, does the council monitor s137 expenditure against limit?	yes
<b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>	YES
Does a review of the minutes identify any unusual financial activity?	no
Do minutes record the council carrying out an annual risk assessment?	yes
Is Insurance cover appropriate and adequate?	yes
Are internal financial controls documented and regularly reviewed?	yes
	<b>Review</b>
Risk Assessment	07/05/25
Financial Regulations	07/05/25
Standing Orders	07/05/25

<b>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</b>		YES
Has the council prepared an annual budget in support of its precept?		yes
Is actual expenditure against the budget regularly reported to the council?		yes
Are there any significant unexplained variances from budget?		no
Does the precept recorded agree to the Council Tax authority's notification?		yes
Are reserves appropriate?		yes
	Earmarked Reserves	7,160
	General Reserves	8,510
	Months of Income	11
	Months of expenditure	10

<b>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</b>		YES
Is income properly recorded and promptly banked?		yes
Are security controls over cash and near-cash adequate and effective?		yes
Is the council VAT registered?		no
Are returns submitted in a timely manner?		yes
Is VAT reclaimed on exempt business activities reviewed and considered insignificant?		n/a
Are receipts for business activities within the registration threshold?		n/a

<b>F. Cash payments were properly supported by receipts, all petty expenditure was approved and VAT appropriately accounted for.</b>		N/a
The council holds no cash		

<b>G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</b>		YES
Do all employees have contracts of employment with clear terms and conditions?		yes
Do salaries paid agree with those approved by the council?		yes
Are other payments to employees reasonable and approved by the council?		yes
Have PAYE/NIC been properly operated by the council as an employer?		yes
Does line 4 include only Salary, NI & Pension		tbc
Does the council monitor off payroll working (IR35)		n/a

<b>H. Asset and investments registers were complete and accurate and properly maintained.</b>		YES
Does the council maintain a register of all material assets owned or in its care?		yes
Are the assets and investments registers up to date?		yes
Do asset insurance valuations agree with those in the asset register?		yes

<b>I. Periodic and year-end bank account reconciliations were properly carried out.</b>	YES
---	-----

FR 2.6. At each financial year end, a member other than the Chair, or a cheque signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

Is there a bank reconciliation for each account?	yes
Is a bank reconciliation carried out regularly and in a timely fashion and approved by council?	yes
Are there any unexplained balancing entries in any reconciliation?	no
Is the value of investments held summarised on the reconciliation?	n/a

Bank reconciliations are performed regularly, presented to meetings and signed by the Chair. Financial Regulations require that the year end reconciliation be verified by someone other than the chair. At the point of audit this reconciliation has not been signed off, so this could not be checked.	note
---	------

<b>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 debtors and creditors were properly recorded.</b>	YES
---	-----

Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ?	R&P
Are debtors and creditors properly recorded?	n/a
Do accounts agree with the cashbook?	yes
Is there an audit trail from underlying financial records to the accounts?	yes

<b>K. If the authority certified itself as exempt from a limited assurance review in 24/25, it met the exemption criteria and correctly certified itself exempt</b>	YES
---	-----

Receipts < £25k	9149
Payment < £25k	11200
Certificate of Exemption Published 2025	yes

<b>L. The authority publishes information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.</b>	NO
<b>All councils - Accounts and Audit Regulations 2015</b>	yes
Accounts remain published for 5 years	
<b>ICO Publication Scheme</b>	no
<b>Community Infrastructure Levy Return</b>	n/a
<b>Transparency Code for Smaller Councils (income/expenditure under £25k)</b>	
All items of expenditure above £100	yes
End of Year Accounts	yes
Annual Governance Statement	yes
Internal Audit Report	yes
List of Councillor or member responsibilities	yes
Location of public land and building assets	n/a
Minutes, Agendas and papers of formal meetings	yes
The council falls into the small thresholds for Transparency requirements so the code details what must be published.	
The council has not published a Publication Schedule in line with the Freedom of Information Act - though it does appear that most of the required information is available on the website.	REC

<b>M. The authority has demonstrated that during summer 2025 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. (Evidenced by website or minutes)</b>	YES
Approval Date (meeting)	07/05/2025
Publication Date (announcement date)	02/06/2025
Date from (commencement date)	03/06/2025
Date to	14/07/2025

<b>N. The authority has complied with the publication requirements for 2024/25 AGAR.</b>	YES
Notice of Period for Exercise of Electors Rights	yes
Section 1 Annual Governance Statement	yes
Section 2 Accounting Statements	yes
Notice of Conclusion of Audit	yes
Section 3 External Audit Report & Certificate	n/a
Internal Audit Report	yes

<b>O. The authority complied with laws, regulations &amp; proper practices relating to digital and data compliance.</b>	NO
PG.O.2 • Check that website accessibility has been tested, at least annually, and that the accessibility statement has been updated as required.	v 2.1AA 2020
PG.O.3 • Check when the authority last completed a data audit.	**
PG.O.5 • Ensure the authority has an up to date IT policy in place.	**
Generic Email on council owned domain	yes
Website Accessibility tested and published	yes*
Data Audit Completed	no
Data Protection Policy Reviewed	7/5/25
IT policy	no
The council will adopt an IT policy and complete a data audit in the coming year.	REC
The website accessibility statement was published in 2020 when the website was updated. The Guidelines have been updated since then, and best practice is to review accessibility annually.	note
<b>P. Trust funds (including charitable) – The council met its responsibilities as a trustee.</b>	N/a
The council is not a trustee	