NEWLAND PARISH COUNCIL
Internal auditor's report for the year ended 31 March 2026
Name of Auditor: Lesley Hanson

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Governance and Policies

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
1	Have Financial Regulations been a) tailored to	a) Yes b) No c) Yes	Policy on website 27/05/2025 Minute 6590	The Council's website states that "all governing policies are currently under review; updated version will be published	Assertion 1 Yes

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	council? b) reviewed using the most recent version? c) minuted? (Objective B)			asap." The versions present do not appear to have been updated since July 2024. Recommend that the Council review the Financial Regulations using the most recent version published by NALC in March 2025.	
2	Have Standing Orders been a) tailored to council? b) reviewed using the most recent version? c) minuted?	a) Yes b) No c) Yes	Policy on website 27/05/2025 Minute 6590	As above. The Standing Orders do not appear to have been updated since July 2024.	Assertion 1 Yes
3	Code of conduct reviewed in the last 2/3 years?	Yes	Policy on website 27/05/2025 Minute 6590	As above. The Code of Conduct does not appear to have been updated since July 2024.	Assertion 3 Yes

2. Finance and Accounting

Ref	**Test**	**Yes, No or N/A**	Evidence	**Internal Auditor's comments/recommendations**	**Has Council complied with relevant AGS assertion? Yes/No**
4	Bank reconciliations are considered by Council? (Objective I)	Yes	Two bank reconciliations seen by Auditor. 31/12/2025 and 28/02/2026		Assertion 2 Yes
5	VAT claims have been submitted and are up to date	Yes	VAT reclaim seen by Auditor. Latest claim is to 28/02/2026 for £862.20		Assertion 1 Yes

	(objective E)				
6	S137 a) is there a separate account for payments? b) are totals within statutory limits? (objective A)	N/A		Council has General Power of Competence, but see note of item 21. If the GPoC is relinquished, recommend a separate column in the cashbook for S137 payments.	Assertions 1&3 Yes
7	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	N/A	Cashbook	Only two direct debits in place for monthly collection of bank charges and annual ICO fee.	Assertion 2 Yes
8	Cashbook provided and random sample checked. Give details at Annex A.	Yes	Cashbook and samples checked by Auditor		Assertion 2 Yes
9	Internal controls a) policy in place? b) evidence checks took place as per Council's Fin Regs/Standing Orders (Objective B)	a) Yes b) No	Statement of Internal Controls on website No record of evidence checks having taken place	Recommend that at least once a year, the council reviews the effectiveness of its system of internal control, before approving the Annual Governance Statement. Section 2.4 of the Council's Financial Regulations refers.	Assertion 2
10	Was budget for 25-26 a) prepared? b) adopted by Full Council? c) Were the earmarked reserves identified?	a) Yes b) Yes c) Yes d) Yes e) Yes	Adopted Budget on Website Minutes 7/1/25 item 6466.1	Opening reserves balance approximately 3/4 of precept	Assertion1 Yes

	d) Were the general reserves reasonable? e) Was precept calculated and approved? (Objective D)				
11	Were end of year accounting statements a)prepared? b)match cashbook? c)supported by report?	a) Yes b) Yes c) No	Year end summary/cashbook AGAR Accounting Statements	Year-end summary/cashbook as at 31st March 2025 checked against AGAR Accounting Statements.	Assertion 6 Yes
12	Did the council periodically compare budget vs spend (as detailed in the FRs)? (Objective D)	Yes	Meetings on 25/11/25 and 13/01/26 Two budget comparison reports seen by Auditor		Assertion 1 Yes
13	Was Petty Cash expenditure a) Approved? b) supported by receipts? c) VAT accounted for? (Objective F)	N/A	No petty cash		Assertion 1 Yes
14	Was Insurance policy reviewed to ensure still fit for purpose? (Objective C)	Yes	Reviewed by Council 27/05/2025. Minute 6592.		Assertion 5 Yes

3. Payroll and Employment

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
15	Do all staff have a NALC contract of employment? Copy seen by auditor?	Yes	Clerk's contract of employment seen by Auditor		Assertion 3 Yes
16	Has Council's PAYE / NIC been properly dealt with (including year-end procedures)? P32 seen (if relevant)? (Objective G)	Yes	P32 for October 2025 seen by Auditor		Assertion 3 Yes

4. Transparency and Public Rights

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
17	Are all sections of the 24/25 AGAR	No	Sections 1 & 2 only	Recommend that all sections of the AGAR are published	Assertion 3 Yes

	published on the website? (Objective L/N)				
18	Did council correctly provide for the exercise of public rights? (Objective M)	Yes	Exercise of Public Rights notice on website.		Assertion 4 Yes
19	24/25 internal (and if relevant external) audit report/s reviewed by council and action taken where recommended? If relevant is exemption from external audit form on web site and correctly minuted?	Yes	30/09/2025 Minute 6691.4		Assertion 7 Yes

5. Digital and Data Compliance, IT Controls and Data Management

20	Does the Council use a Gov.uk Domain and email addresses? The Council uses at least one generic email address hosted on a council-owned domain	Yes	clerk@newlandparishcouncil.gov.uk		Assertion 10 Yes

	e.g clerk@abc .parishcouncil.gov.uk • Yes • No **Note:** **There is no legal requirement for this to be a .gov.uk address yet, though that is recommended as best practice, a .org.uk address is also acceptable. It's the .co.uk, and .com addresses that are not acceptable**				
	The Council's website meets the Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018 Rights and the Web Content Accessibility Guidelines (WCAG) 2.2 AA • Yes • Partially • No Provision of a link to Council published Accessibility Statement and Publication Scheme	Partially	Accessibility Statement on Website Publication Scheme on website		
20a	The council has adopted a formal IT Policy covering	Yes	Policy on website		Assertion 10 Yes

	secure and lawful use of IT systems and Data Protection Policy				

5. Additional information – if relevant

Ref	Test	Yes, No or N/A	Evidence	Internal Auditor's comments/recommendations	Has Council complied with relevant AGS assertion? Yes/No
21	Has the General Power of Competence been adopted?	Yes	27/05/2025 Minute 6594	It is noted by the Auditor that the current clerk, appointed during 2025/26, does not hold the CiLCA qualification, therefore the General Power of Competence will have to be relinquished at the next Annual Meeting of the Council, unless the clerk obtains the CiLCA qualification before then.	Assertion 3 Yes
22	Have assets a) been inspected for risk? b) any actions undertaken and recorded? (Objective C)	Yes	All assets inspected September 2025 by outgoing clerk.		Assertion 5 Yes
23	Is asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	a) Yes b) No	27/05/2025 Minute 6591	Recommend that Council publishes asset register on the website.	Assertion 5 Yes

24	Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	Yes	29/07/2025 Minute 6591 Policy on website		Assertion 5 Yes
25	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	Cashbook	Insurance – Comparative quotes will be sought at expiry of 3 year agreement. Grass cutting – reviewed regularly to ensure value for money is obtained.	Assertion 2 Yes
26	Is the Council a Managing Trustee? a)charity name b)charity number c) Copy of 24/25 AGM minutes seen (Objective O)	N/A	Not a managing trustee		Assertion 9 N/A

Annex

Sample Checks

Expenditure

Ref no	Amount	Payee	Date of minute where expenditure originally approved	Date of approval of payment in Minutes	Payment date	Two signatures on cheque stub/two cllr authorisers for internet banking? Invoices initialled by signatories?	VAT	Power to spend? Yes or No	S.137?	Comments/Do they match Financial Regulations?
25/01	£795.60	Broxap Ltd	Budget	29/4/25	29/4/25	Yes	£132.60	GPC	N/A	Yes
25/10	£375.00	Calendar Lady	Budget	27/5/25	27/5/25	Yes	N/A	GPC	N/A	Yes
25/18	£45.00	Geoexphere	Budget	24/6/25	24/6/25	Yes	£7.50	GPC	N/A	VAT has not been recorded in cashbook
25/20	£95.94	Community Heartbeat Trust	Budget	29/7/25	29/7/25	Yes	£15.99	GPC	N/A	Yes
25/32	£252.00	PFK Littlejohn	Budget	17/9/25	17/9/25	Yes	£42.00	GPC	N/A	Yes
25/40	£797.80	Claire Owens	Budget	28/10/25	31/10/25	Yes	N/A	GPC	N/A	Yes

25/49	£1,079.56	Currys Business	28/10/25	25/11/25	30/11/25	Yes	£179.92	GPC	N/A	Yes
26/12	£272.00	Redbrook Village Hall	Budget	24/2/26	28/2/26	Yes	N/A	GPC	N/A	Yes

Income

Name on invoice/name of payee	Amount	Promptly banked? Bank Statement (month)	Receipt minuted? Yes or No	Comments
FODDC	£16,000	Yes/April	Yes	1st precept payment
A J Gallagher	£81.65	Yes/May	Yes	Partial refund of insurance premium