

ERNLLCA Internal Audit Checklist 2025/26

Name of Parish or Town Council	Heworth without PC		
Parish Council website	www.heworthwithout.org.uk		
Name of internal auditor	Brian Brooks		
Date of audit	03/05/2026		
Type of audit	Intermediate		Year-end (including AGAR) Y
Council contact information	Name	Email	
Clerk	Gayle Enion-Farrington	Clerk@heworthwithoutparishcouncil.gov.uk	
RFO* if different			
Chairman*	Cllr. M Starkey	cllr.mstarkey@heworthwithoutparishcouncil.gov.uk	
Electorate	1767	Total number of seats	9
Quorum	3	Number of seats filled at time of audit	8
Precept Demand 2025/26	£ 21,815	Gross budgeted Income	£ 41,866
Date of most recent audit	2025	Gross budgeted Expenditure	£ 41,886
	Tested?	Comments	
Has the internal auditor seen previous internal and external audit reports including the most recent? What were the main recommendations?	Y	IA Referred to Website Accessibility update Nov 2024 ExA 24/25 Referred Council Tax Support Grant/ Box 3	
Were the auditor reports and actions implemented? Have the actions appeared in the minutes? (SAPPP The Practitioners Guide para 5.99)	Y	Date minuted and minute reference(s) IA - Min 82/2025b	

Key governance review		Tested?	Comments & recommendations	Risk ¹		
				Low	Med	High
1	Standing Orders* (latest version, tailored, reviewed and lawful)	Y	min 84/2025a	x		
2	Financial Regulations* (latest version, tailored, reviewed and lawful)	Y	min 82/2025b	x		
3	Terms of reference (committees / working groups) (Agenda - clear days' notice, quorum, no individual councillors making decisions)	Y	Emp Panel 4 Cllrs 139/2025a VH Group min 9 Aug 25	x		
4	Councillors' Code of Conduct*	Y		x		
5	Complaints procedure* (tailored and reviewed)	Y		x		
6	IT Policy	Y	Min2508a	x		
7	Website complies with (WCAG) 2.2AA standards and Website Accessibility Statement reviewed and published online* https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps	Y	WCAG 2.1AA Tested Aug 2020 Non-compliant WCAG 2.2AA -November 2024 See Implications & Actions plan			x
8	Council registered with the ICO and Publication scheme (up to date, tailored, reviewed and lawful) available on the council website*	Y	Rev min 103/2025b	x		
9	GDPR policies in place* <ul style="list-style-type: none"> • Data Record Retention Schedule • Data Breach Policy • Privacy Notices • Rights Requests Policy (Subject Access Request) • Data security policy 	Y	Data Cert 17 Jan 2016 2027 Data min 2505/08bvi Rev Nov 25 Audit min 64/2025a Privacy Policy on website	x		
10	General Power of Competence (decision compliant with S.1-8 Localism Act 2011 and 'The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012'). <ul style="list-style-type: none"> • Date and minute reference GPC adopted • Qualified Clerk? (CiLCA 2015 or later or Level 4 Community Governance or higher qualifications seen) • Two-thirds elected councillors at the time of adoption during the current cycle. 	Y	min 10/2025	x		
11	Arrangement for inspection of public records adequate* (Announced at least one day after parish council approval, announced at least one day ahead of inspection period, minuted approval by council of inspection period dates - 30 working days including first 10 working days of July).	Y	Public Rights Notice min 80/2025e	x		

12	External audit report published by 30 Sept on the council website (not applicable to councils validly certified as 'Exempt').* (TPG para 5.81- 5.84 also see guidance notes on front of applicable AGAR form)	Y	136/2025f 118/2025e	x		
13	<p>Insurance Cover</p> <ul style="list-style-type: none"> • Reviewed annually for levels of cover • Certificate(s) viewed & valid • Employees' Liability Cover in place and published* • Public Liability Cover • Employees' Fidelity Guarantee • Councillors' ages reviewed and recorded (some policies restrict some or all cover over certain ages) • Other e.g. vehicles, assets, equipment, volunteers • Compare schedule against asset register and ensure adequate insurance is in place for items to be covered. • Public liability insurance must match the PLI for any delegated services, assets (£10million) 	Y	min 92/2025 a	x		

Transparency		Tested?	Comments & recommendations	Risk		
				Low	Med	High
14	End of year accounts published by 1 July*	Y		x		
15	Annual Governance statement published by 1 July* Correctly claimed exemption from audit (if relevant)	Y		x		
16	Documents listed on front page of AGAR form published as specified.	Y		x		
17	Past 5 years of annual returns available online*	Y		x		
18	Asset register published by 1 July*	Y		x		
19	Annual publication of Members Allowances, Subsistence and Travel expenses paid in the financial year. (<u>Local Authorities (Members' Allowances) (England) Regulations 2003 regulation 31</u>)	Y		x		
ICO Model Publication Scheme expected requirements:		Y		x		
20	All items of expenditure above £100 published by 1 July (over £500 for larger Councils)	Y	PC Minutes	x		

21	Councillor responsibilities published by 1 July	Y	APCM Minutes	x		
22	Draft minutes published within one month of the meeting	Y		x		
Councils over £200K turnover:		N/A		x		
23	Senior officer salaries published*			x		
24	Data on issues important to local people (eg.subsidised trade union activity, projects, parking, grants)*			x		
25	Procurement information over £5,000 published*			x		

Accounting		Tested?	Comments & recommendations	Risk		
				Low	Med	High
26	Cashbook maintained and up to date	Y		x		
27	Arithmetically correct (checks / balance)	Y		x		
28	Evidence of internal control (compliant with Standing Orders and Financial Regulations and TPG 1.14-1.21)	Y		x		
29	VAT* <ul style="list-style-type: none"> evidence of recording evidence of reclaiming 	Y	Paid £ Refund £ 5,060.17	x		
30	All payments supported by authorised, minuted invoices	Y		x		
31	s.137* (last resort power for non-GPC councils) <ul style="list-style-type: none"> Recorded separately within accounts Within legal threshold limits for the current year Spend in accordance with legislation 	Y	Nil	x		
32	Payments made in accordance with Financial Regulations <ul style="list-style-type: none"> Cheques Online banking BACS Direct Debit Credit or debit cards Other payments 	Y		x		

Budget		Tested?	Comments & recommendations	Risk		
				Low	Med	High
33	Annual budget in support of precept approved by full council and minuted*	Y	min 7/2501f	x		
34	Precept demand properly minuted*	Y	min 7/2501f	x		
35	General and earmarked reserves reviewed and sufficient (TPG 1.13, 2.10-11, 4.21 Table D, 5.31-5.39, 5.208)	Y	Gen Res £ 21K EMR £ 27,100 Hink/Rug min101/2025b	x		
36	Budget is monitored regularly with variances reported to council in line with Financial Regulations. Variances from budget explained	Y		x		

Income control		Tested?	Comments & recommendations	Risk		
				Low	Med	High
37	Income properly recorded and banked promptly	Y		x		
38	Precept income received in bank account	Y		x		
39	Effective security of cash and cash transactions	N/A		x		
40	Effective security of card transactions	N/A		x		

Bank reconciliation		Tested?	Comments & recommendations	Risk		
				Low	Med	High
41	Regular bank balances minuted and bank statement reconciliation and signed off by members and minuted.	Y	PC Minutes	x		
42	Balancing entries (adjustments) explained	N/A		x		
43	Bank mandate up to date -Evidence of signatories reviewed and minuted	Y	min 82/2025e EH AH	x		

Petty cash		N/A	Comments & recommendations	Risk		
				Low	Med	High
44	Petty cash account used/authorised			x		
45	Petty cash spending supported by VAT receipt(s)			x		

46	Petty cash reported to Council			x		
47	Petty cash float reconciled/reimbursed			x		
Asset control		Tested?	Comments & recommendations	Risk		
				Low	Med	High
48	Register of assets* <ul style="list-style-type: none"> Exists Reviewed and up to date Published 	Y	Rev 2025g min 61/2025 Box 9 £ 205,371 £ 779 increase Gazebo/Weights Mower Recom record full date 25 could be 24/25 or 25/26)	x		
49	If Investments total over £100,000 an Investment Strategy has been adopted and ensure long-term investments for 12+ months are recorded in the Asset Register. (LGA 2003 s.15(1)(a) TPG 2.26-2.29 & 5.185-5.194)	Y	£27,100 Hink/Rug BS min101/2025b	x		
50	Assets inspected and Health & Safety issues considered* <ul style="list-style-type: none"> Play equipment Street furniture Defibrillators - Leased 	Y		x		
51	Land and property registered with HM Land Registry. https://www.gov.uk/government/publications/registering-local-authority-land-and-property-with-hm-land-registry/register-local-authority-land-and-property	Y	Min 82/2025 d	x		

Risk management		Tested?	Comments & recommendations	Risk		
				Low	Med	High
52	Risk Register / Management scheme in place	Y	min 64/2025b 84/2025c	x		
53	Annual risk assessment undertaken as a minimum	Y		x		
54	Financial controls and procedures documented	Y		x		
55	Regular financial reporting to Council in line with Financial Regulations	Y	PCMs	x		
56	Grants ratified and minuted according to policy	Y		x		
57	Evidence of unusual activity from minutes	Y		x		

General		Tested?	Comments & recommendations	Risk		
				Low	Med	High
58	Back up of files adequate	Y	Laptop backed up on a Hard Drive	x		
59	Storage of files (paper and electronic) adequate	Y	Office cabinet in Comm Centre & Old Garage	x		
60	Cyber security measures in place	Y	Cyber secure website SSL- Web provider	x		

61	Local Council Award Scheme applicable? • Foundation Quality Quality Gold	N/A		x		
Proper Process / Practice		Tested?	Comments & recommendations	Risk		
				Low	Med	High
62	List of Members' interests* • Displayed/linked on council website • reviewed regularly (Members have a statutory requirement to complete and report changes within 28 days of change) • Interests declared in meetings and members follow Standing Orders and Code of Conduct • Dispensations approved as set out in Standing Orders and minuted.	Y	min 82/2025f	x		
63	Declarations of Acceptance of Office* • Councillor (after election/ co-option) • Chair (at least annually)	Y	AM min1/2025	x		
64	Co-options (after eligibility and disqualification checks) approved by vote, minuted and according to policy	Y	Co-option Policy co-opt JB Jan 26 AC & DG Mar 26	x		
65	Agenda signed, specified & displayed with 3 clear days notice*	Y		x		
66	Minutes lawful and published/ hard copy signed* • Apologies noted or resolved to be accepted? • Member absent for 6 months handled correctly? • Minutes sequential? • Members present and not present recorded • Interests correctly minuted and members leave room in accordance with Code of Conduct and Standing Orders (Ss27-33 Localism Act 2011) • Dispensations applied for and granted in accordance with ? Standing Orders (S.33 Localism Act 2011) • Resolutions are minuted and stated with clarity.	Y		x		
67	Confidential items correctly used and resolutions minuted and published Public Bodies (Admission to Meetings) Act 1960 S.1(2)	Y		x		
68	Council-owned email address account in place TPG 1.47 (not gmail/outlook etc)	Y	clerk@heworthwithoutparishcouncil.gov.uk	x		
69	Purchase order system used/correct	N/A		x		
70	Purchasing authorised in line with Financial Regulations / limits	Y		x		

71	Council operating within legal powers* Best practice to include legal power in resolutions of council.	Y	Best practice to include legal power in resolutions of council	x		
72	Delegation to officers or committees <ul style="list-style-type: none"> • Lawful delegation (an individual councillor does not have decision-making powers – S.101 Local Government Act 1972) • Limits set out in financial regulations and / or standing orders or policies or schemes of delegation; • adhered to; • reported adequately 	Y	Clerk/RFO as per SO, FR & JD Cllrs as per ToR	x		

Payroll & HR		Tested?	Comments & recommendations				Risk		
							Low	Med	High
73	Employee posts properly approved/ recorded/ correct job descriptions in place for each post holder and amendments are confirmed by letter. <ul style="list-style-type: none"> • Proper Officer (Clerk) • RFO 	Y	GE-F Clerk / RFO 25/6/20 15/04/24 + JD + Tasks/Duties DM Groundsman 01/05/24 21/5/18 + JD				x		
74	Public sector IR35 rules applied where applicable https://www.gov.uk/guidance/off-payroll-working-for-clients	N/A					x		
75	Right to work checks for employees completed https://www.gov.uk/check-job-applicant-right-to-work	N/A					x		
76	Written statement of particulars for all staff from day one (April 2020 onwards) https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars and amendments to contracts confirmed in writing*	N/A					x		
77	Proper procedures for payroll, PAYE & NI registered with HMRC and monthly reporting of RTI and Pensions*	Y	Sampled P32 Tax month M9 Wk28				x		
78	Is payroll inhouse or external provider used?	Y	In-house		External	Autela	x		
79	PAYE & NI payments spot checked - calculations	Y	Sampled Tax month 12				x		
80	Employers Allowance – Councils are not eligible – payroll system checked.	N/A					x		

81	Approval of salaries and increments minuted	Y	Pay award approved min 101/2025h			x		
82	Approval of expense claims, - including checking claim accurately covers journeys made	Y				x		
83	Minimum wage threshold met	Y				x		
84	HR procedures and policies adopted / reviewed Disciplinary policy* Grievance policy* Sickness absence/Anti-bullying and harassment	Y	Disciplinary -March 25 Grievance Jan 25			x		
85	Training policy and records for staff & Members	Y				x		
86	Probation review completed for new staff within probation period.	N/A				x		
87	Annual appraisals undertaken	Y				x		
88	Job description up to date / reviewed	Y				x		
89	Health and safety policy * (5 or more employees) Display Screen Equipment * PUWER / Manual Handling / COSHH	N/A				x		
90	Registered with The Pensions Regulator* Reference number Date of (Re)Declaration of Compliance (every 3 years)	Y	120/LA56684 Re-declaration July 2025			x		
91	Adequate Pension provision in place to meet statutory requirements https://www.gov.uk/employers-workplace-pensions-rules	N/A	LGPS		Tick	x		
			NEST		Tick			
			Other		Identify			
	• Automatic Enrolment for Staff*		Y				x	
• Opt-Out Evidenced*		Y						

Year End Process		Y/N	Comments & recommendations	Risk		
				Low	Med	High
92	Accounting method correctly applied <ul style="list-style-type: none"> Income and expenditure – mandatory over £200k for 3 years Receipts and payments 	Y	Receipts and Payments	x		
93	Bank statement opening and closing balances reconcile to cash book / ledger.	Y	Unity x2	x		
94	Robust audit trail evident	Y		x		
95	Debtors and Creditors recorded (I&E accounting method only)	N/A		x		
96	Asset register updated for current and previous year balances	Y		x		
97	Borrowing – ensure appropriate DMO approval in place and full year accounting is accurate and checked against balance at 31 st March on DMO website. (TPG5.70) Arrangement fees are treated as administrative expenses in year of receipt.	N/A		x		
98	Lending - check if any lending has taken place and is accounted for	N/A		x		
99	Explanation of Variances completed	Y		x		
99	Intermediate audit recommendations implemented	N/A		x		
100	Annual Accounting Statement rounding applied/adds up	Y		x		
101	Trust Funds – ensure account filing responsibilities are up to date and not included in AGAR figures	Y		x		
102	The council has ticked the appropriate box regarding trust funds ('no' where not all responsibilities discharged or N/A if not a sole managing trustee)			x		
103	Previous year 'Restatements' correctly identified	N/A		x		
104	Auditor's recommendations for completion of the Annual Governance Statement (if applicable) and narrative report needed to explain IA Annual Statement's 'No' entries.	N/A		x		

Transaction spot check (Sample test transactions such as largest payment, employee salaries, direct debit, S.137, VAT, Councillors payment, etc)

Check number	1	2	3	4	5	6
Ledger date						
Item / budget heading						
Reference / Cheque number						
Order minute reference						
Delivery evidence						
Payment minute reference						
Invoice value						
Minute value						
Payment value						
Statement value						
Timely payment						
VAT recorded						
S137 recorded in ledger						
S137 minuted						
Notes/ recommendations						

Please note – Transactions sampled in the specific sections

	Stray Fields Allotments 14 Plots	Tested?	Comments & Recommendations	Risk		
				Low	Med	High
A1	Income for allotment rentals balance	Y	£140	X		
A2	Fees charged in accordance with approved rates	Y	on website	X		
A3	Up to date occupancy details kept and securely retained	Y		X		
A4	Agreements/licences issued to all plot holders	Y	Agreement on website	X		
A5	Allotment rules issued to tenancy holders?	Y	Handbook	X		
A6	Allotment cultivation and safety checks recorded?	Y		X		

	Play Areas & Open Spaces	Tested?	Comments & Recommendations	Risk		
				Low	Med	High
O1	Play equipment regularly checked	Y	Playscheme Quarterly Inspections	X		
O2	Annual safety check carried out by RPII accredited person	Y	Playscheme IQ 14085 10/12/25	X		
O3	Tree surveys conducted	Y	Tree Report June 24	X		
O4	Signs displayed	Y	Fitness Equipment & Open Water	X		

End notes

High and medium risk items may lead to the internal auditor stating that the Council does not comply with one or more assertions on the AGAR form at the end of the financial year.

High risk – these items should be dealt with as a **high priority** because they may affect one or more of the following – statutory and must be done, high financial risk which could reveal the council to losses, not compliant with Proper Practices in the Practitioners’ Guide, high risk of reputational damage, failure to comply may lead to penalties, prosecution or legal action.

Medium risk – these items need to be improved to meet one or more of the following - statutory requirements, support internal control, reduce the risk of financial loss and reputational damage, improve governance, improve compliance with proper practices in the Practitioners’ Guide, and to improve procedures that should be in place.

Low risk – these items are usually **best practice** to improve governance, internal control, transparency, efficiency and effectiveness.

*-Asterisked items are statutory requirements and should be in place where applicable.