Internal Audit Report 2025/2026

North Killingholme Parish Council

Finding and Recommendations

The Council has improved its governance and transparency this year, particularly with regards to the year end financial reporting.

Based on my findings in the internal audit this year, I would recommend the Council looks at the following areas:

- Fix the link to Councillor's Resister of Interest Forms on the website as advised last year and the year before

- The first agenda item at the Annual Council meeting must be the election of the Chair - the Clerk has informed me that this will happen 26/27

- The Chair needs to call the Annual Parish Meeting with 7 clear days notice as highlighted last year – the Clerk has informed me that this will happen 26/27

- I do not believe that the Council's website meets accessibility standards to meet Assertion 10 of the AGAR. There is no accessibility statement on the website. Council should look to get the correct standard.

  Website accessibility — the council website must meet WCAG 2.2 AA standards (a legal requirement for public sector bodies under the Public Sector Bodies Accessibility Regulations 2018)

- At Agenda Item 2505/6 Council resolves a quote of £3500, but there is no detail what this is a payment for, or is it detailed on the agenda that this decision is going to be made. Councillors need to ensure that decision making is clear.

- Standing Orders need reviewing as not done since 12/2/24

- I am unable to confirm the accuracy of the year end balance figure. This is because the Cash Book Spreadsheet provided does not include a tab for March 25. Council should satisfy themselves of the accuracy before signing off the year end finance paperwork

Andy Hopkins PSLCC PIALC

Internal Auditor

May 2026

North Killingholme Parish Council

Annual Governance and Accountability Internal Audit Report 2025/26

Item	Check	Notes/Findings
Minutes and Agendas	That they are kept correctly, numbered, initialled and signed by Chairman etc. as well as Committee meetings and that meetings are called lawfully.	Ordinary Council meetings have been called correctly. Extraordinary meetings should be called by the Chair not the Clerk with 7 days notice as reported last year. Minutes and agendas have been uploaded to the website. The first agenda item at the Annual Council meeting must be the election of the Chair.
Purchase Invoices	Kept and VAT invoices where appropriate and marked with cheque numbers for reference.	Invoices are prepared each month for the Council to approve.
VAT	Where applicable correctly recorded and reclaimed for previous year.	A VAT claim was made and VAT is recorded appropriately.
Sales Invoices	Produced timely and correctly and supported by appropriate paperwork such as diaries/emails etc.	NA

Credit Control/Debts	That any sales invoices are credit controlled and payments chased.	NA
Receipts and Payments	That payments are made properly by cheque/BACS/DD/SO and properly recorded and that receipts are also made properly and properly recorded and supported by paperwork trail.	A payment schedule is produced for each meeting and signed off. Scribe accounting software is used for the Clerk to manage accounts better.
Staffing/Personnel	That staff have appropriate contracts and procedures are in place for personnel management.	The Personnel Committee oversee staffing matters and creating a contract for the cleaner was assigned to the Committee. The Clerk has a written statement of particulars and an appraisal.
Payroll	That appropriate payroll system is in place and supporting information for pay rates/salary levels etc.	Phoenix payroll system has been put in place for payroll and pension payments.
Governance	That Standing Orders/Finance Regs/Insurance and all other policy documents are in place and that they are reviewed at least annually.	The Council correctly declared an exemption for 2024/25. Standing Orders need reviewing. Financial Regulations, and a number of polices were reviewed. The AGAR has been uploaded to the website, apart from The Exemption Certificate is on the website. The Exercise of Public Rights is on the website.

		There is no Internal Audit report on the website. The link to the Councillor's Resister of Interest Forms on the website still does not work.
Transparency		Some minutes need a bit more detail so that those not attending can understand what was discussed and agreed, see above. The budget is on the website.
Cash handling	That all cash handled is subject to audit/security trail and this is adhered to.	No petty cash.
Budgets and Monitoring	That a budget is in place and adhered to, with monitoring.	The budget and precept were agreed at the 12 Jan 26 meeting. The budget is on the website. Quarterly Budget reporting has been put in place.
Accounting/Finance	That at least quarterly account reconciliations are in place and presented to Council.	There are regular bank reconciliations. Scribe accounting software is used for the Clerk to manage accounts better. Online banking has been set up. The Asset Register is due to be updated in April 26. The Cash Book Spreadsheet does not include a tab for March so I cannot confirm year end figures.

Accountability	That Councillors sign cheque book stubs, initial and sign finance information presented and are presented with information to allow accountability.	A payment schedule is produced for each meeting and signed off.
Audit	That internal audit is carried out with report presented to Council and that external audit paperwork is correctly completed and presented to Council and followed up with any appropriate actions.	The Internal Audit was discussed at 9 June 25 meeting and some recommendations have been actioned.
Precept and grants	That precept level is officially set and communicated to local authority and correctly received.	The precept was agreed by Council in 12 Jan 26 and sent to NLC.
Section 137	That it is separately recorded, and cap adhered to.	S137 spend and should be clearly marked as such, eg poppies
Assertion 10		The Council has a ".gov.uk" website and email, however I do not believe the Website meets the accessibility standard. The Council has a Data Protection and Document Retention policy. The Council has adopted an IT Policy