



Internal Audit Report.

Council:	Tallington
Internal Auditor:	Ann Fletcher
Year Ending:	31 st March 2025
Date of Report	21/05/2025

This internal audit has been conducted in accordance with JPAG The Practitioners' Guide - March 2024 - Section 4 'Internal Audit'. It is recommended that a council completes an intermediate mid-year audit which allows any weaknesses in governance and internal controls to be corrected during the financial year and an end-of-financial-year audit.

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and sampling tests undertaken by me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to further audit enquiries being raised and the external auditor issuing a qualified opinion.

Lincolnshire Association of Local Councils
Internal Audit Report.

To the Chairperson of Tallington Parish Council

I have examined council business documents including policies, agendas & minutes, accounting and financial statements and other documents relevant to this internal audit.

I confirm that I am independent of the council, its officers and councillors and its activities and I identified no conflicts of interest to my work with this council to the best of my knowledge.

The results of this internal audit are recorded on the next page. If any part of the audit was found to 'unsatisfactory' I have provided recommendations to improve the weakness identified.

Yours sincerely



Ann Fletcher
Internal Auditor
Lincolnshire Association Local Councils

Date:14.5.25

Area of work checked	Outcome
Implementation of previous auditor recommendations	Satisfactory
Implementation of previous AGAR weaknesses/ recommendations	Not applicable
Key Governance Review	Unsatisfactory
Transparency	Satisfactory
Accounting	Unsatisfactory
Budget	Unsatisfactory
Income Control	Satisfactory
Bank Reconciliation	Unsatisfactory
Petty Cash	Not applicable
Asset Control	Satisfactory
Risk Management	Unsatisfactory
General Administration	Satisfactory
Proper Process/Practice	Unsatisfactory
Payroll/HR	Unsatisfactory
Transaction spot checks	Satisfactory
Year-end process	Satisfactory
Allotments	Not applicable
Cemetery/burials	Not applicable
Charities	Not applicable
Community Buildings	Satisfactory
Markets	Choose an item.
Other:	Choose an item.
Other:	Choose an item.

Recommendations

1. My main recommendation is that Financial Regulations are put in place as a matter of urgency as lack of these regulations has affected many other areas of this audit. This is a statutory requirement.
2. Similarly with other policies – Code of Conduct, Complaints Procedure, Publication Scheme and GDPR. These are all statutory requirements.
3. Recommend that all processes and requirements are adhered to for the Annual Audit. The auditors supply information for all areas and the Practitioners Guide is very comprehensive.
4. Proper budgeting planning process should be followed with regular reviews.
5. Recommend In depth review of payroll processes and statutory requirements.
6. In conjunction with the clerk, set up a training schedule and review regularly together. This will benefit the clerk and the Council.

7. The clerk has already started to work on many of my recommendations and I can see that most actions have either been completed or are in the process of being set up. I would like to thank the clerk for being receptive to my comments and suggestions.

Recommendations regarding the Annual Governance Statement 2024-25

Annual Governance Statement Assertion	Internal Auditor comments
<i>1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</i>	No budget in place and therefore not reviewed. No Financial Regulations in place.
<i>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness</i>	No Financial Regulations in place. Standing Orders last reviewed 2021. No Risk Assessment in place. Employment legislation/pension obligations not complied with. Payroll arrangements unsatisfactory.
<i>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances</i>	Requirements of the Transparency Code not published in format require. Draft minutes not consistently published as required. Not all of the documents for the Annual Audit required by the Auditors were published.
<i>4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</i>	Exercise of public rights not published on website.
<i>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</i>	No Risk Register in place or risks reviewed.
<i>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</i>	No comments.
<i>7. We took appropriate action on all matters raised in reports from internal and external audit.</i>	N/A
<i>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements</i>	No comments.
<i>9. Trust Funds</i>	N/A

-End of Internal Auditor's Report-