



LJC Bookkeeping Services

The Firs

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30th April 2025

INTERNAL AUDIT REPORT 2024/2025 – CARLYON PARISH COUNCIL

I have completed the internal audit for March 2025, and the Annual Report has been signed in accordance with my findings. Testing was carried out as appropriate in line with the Financial Risk Assessment and is reported below:

- **Precept, Budgets and Reserves**

The precept was set for 2024/2025 after consideration of a budget and the level of free reserves. The receipt of precept is recorded in the ledger and on the bank statements. **No issues**

- **Other Income**

Other income was tested against supporting documentation and traced to bank and ledger. **No issues**

- **Staff Costs**

The Clerk's salary, allowances were paid in accordance with the Council's approval and PAYE properly accounted for and applied. **No issues**

- **Payments**

Payments were supported by invoice and receipts and VAT has been properly recorded and reclaimed. **No issues**

- **Bank Reconciliations**

Regular bank reconciliations and ledger checks are carried out. Monthly budget reports are being produced and presented to Council. Internal control checks are regularly carried out satisfactorily. **No issues**

- **Asset Register**

The Parish Council's Asset Register was available and found to be properly maintained. **No issues**

- **Insurances**

The insurance cover in place was reviewed and appeared adequate. Fidelity guarantee cover is adequate based on Audit Commission guidance. **No issues**

The Council has Risk Assessments and Risk Strategy policies in place.

No issues were found that required further information or investigation. Audit concluded satisfactorily.

Linda Coles, Internal Auditor

Carlyon Parish Council - Annual Internal Audit appendix to page 3 of the AGAR. Explanation of boxes marked no or not covered.

Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Not covered	Coverage not required. Carlyon Parish Council does not hold any petty cash
Box K	If the authority had a limited assurance review of its 2023/2024 AGAR tick "not covered"	Not covered	Coverage not required. Carlyon Parish Council had a limited assurance review of its 2023/2024 AGAR

Linda Coles
Internal Auditor
30th April 2025