

PALGRAVE PARISH COUNCIL

INTERNAL CONTROL REPORT to 31 March 2026

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit. Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control:

'The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO's day to day management of financial affairs.'

As part of its internal control, the Parish Council has appointed a Councillor to conduct a review of the system of internal control via the following tests on a biannual basis with a written report of any findings to be submitted to the Council and minuted as received.

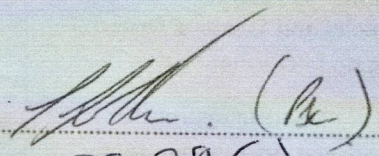
CONTROL TEST	TESTED Y/N	COMMENTS – check documents & initial
Ensuring an up-to-date Register of Assets	Y	documents checked - Pk.
Regular maintenance arrangement for physical assets	Y	— " — Pk.
Annual review of risk and the adequacy of Insurance cover	Y	documents checked Pk.
Annual review of financial risk	Y	documents checked Pk.
Awareness of Standing Orders and Financial regulations	Y	— " — Pk.
Adoption of Financial and Standing Orders	Y	— " — Pk.
Regular reporting on performance by contractors	Y	— " — Pk.
Annual review of contracts (if appropriate)	Y	— " — Pk.
Regular bank reconciliation, independently reviewed	Y	— " — Pk.
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Y	Pk. — " —
Recording in the accounts the minutes the precise powers under which expenditure is being approved	Y	checked Pk.
Payments supported by invoices, authorised and minuted	Y	— " — Pk.
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Y	— " — Pk.
Scrutiny to ensure precept recorded in the cashbook agrees to BMSDC notification	Y	— " — Pk.
Contracts of employment in place for staff Contract annually reviewed	Y	— " — Pk.
Records updated to reflect relevant legislation PAYE/NIC properly operated by the Council as an employer	Y	— " — Pk.
VAT payments identified, recorded and re-claimed in the accounts	Y	— " — Pk.

Regular financial reporting to Parish Council	✓ Yes	Checked Correct	Psc.
Regular budget monitoring statements as reported to Parish Council	Yes	—————	Psc.
Compliance with DCLG Guide <i>Open & Accountable Local Government 2014</i> , Part 4: Officer Decision Reports	Yes	—————	Psc.
Compliance with Local Transparency Code Of 2014:	Yes	—————	Psc.
Items of expenditure incurred over £500	Yes	—————	Psc.
Compliance with Data Protection Legislation – Council registered as a Data Controller	Yes	—————	Psc.
Compliance with General Data Protection Regulations:		} Checked & Correct	Psc.
• Privacy Notices	-		
• Procedures for dealing with Subject Access Requests	-		
• Procedure for dealing with Data breaches	-		
• Data Retention & Disposal Policies	- Yes		
Minutes properly numbered and paginated with a master copy kept for safe-keeping	Yes	Checked	Psc.
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	Yes	Checked	Psc.
Adoption of Codes of Conduct for Members	Yes	—————	Psc.
Declaration of Acceptance of Office	Yes	—————	Psc.

Date of review of system of Internal Controls: 22 - March 2026

Review of system of Internal Controls carried out by:

Name: Peter Coulson

Signature:  (Psc.)

Report submitted to Council (minute reference) 04-09 09 (a)

Next review of system of Internal Controls due September 2026

Additional comments by reviewer: