



East Midlands Audit Services Ltd

INTERNAL AUDIT REPORT/CHECKLIST FOR LINTON PARISH COUNCIL FOR THE YEAR ENDING 31st MARCH 2026

Further to the Internal Audit of Accounts, I carried out on 19th April 2026 I confirm that the annual audit was carried out in accordance with the suggested approach contained in the Smaller Authorities Proper Practices Panel (SAPPP) - Practitioners' Guide 2026 to be applied in the preparation of statutory annual accounts and governance statements 2025/26.

Page 3 of the 2025/26 AGAR form has been signed off accordingly.

Signed Zoe Ingram

19 April 2026

East Midlands Audit Services Ltd

1. Bookkeeping			Comments
1.1	Ledgers maintained and up to date?	Yes	
1.2	Arithmetic, correct?	Yes	Scribe

2. Financial Regulations and Standing Orders			Comments
2.1	Standing Orders adopted, up to date and reviewed annually?	Yes	13 May 2025 25/242
2.2	Financial Regulations adopted, up to date and reviewed annually?	Yes	13 May 2025 25/242
2.3	FRs properly tailored to council?	Yes	
2.4	RFO appointed – In accordance with proper practices and with reference to section 151 of the Local Government Act 1972.	Yes	
2.5	Review of procedures in place for acquisition of formal tenders and quotes ensuring they are in line with the SO & FR which should be based on the latest version	Yes	
2.6	Ensure that consistent values are in place for acquisition of formal tenders between SO & FR (different values may be in two documents)	Yes	
2.7	Review the procedures for receipts of invoices, agreement of invoice detail and confirmation of	Yes	

	goods/services delivery and approval for payment		
2.8	Check that there is effective segregation between the writing of cheques and or setting up of online payments and physical release of payments	Yes	
2.9	List of member interests held?	Yes	On website
2.10	Agendas signed, informative and displayed with 3 clear days' notice? Local Government Act 1972, Schedule 12 Part 2, paragraph 10, sub paragraph 2. APM 7 clear days LGA 1972, Sch 12, para 15.	Yes	

3. Payment Controls		Comments	
3.1	Is there supporting paperwork for payments with appropriate authorisation (two signatories) (Full Council Approval)?	Yes	
3.2	Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements	Yes	
3.3	Has the Council adopted the General Power of Competence (GPC) and is there evidence this is being applied correctly? (At least 2/3 elected members and a qualified Clerk (CilCA or higher) resolved at the Annual Council meeting after an election)	Yes	
3.4	S137 separately recorded and within limits?	Yes	
3.5	S137 expenditure of direct benefit to electorate?	Yes	
3.5	S137 expenditure minuted?	Yes	
3.6	Where applicable, are payments of interest and principal sums in respect of loans paid in accordance with agreements?	N/a	
3.7	Where debit/credit cards are in use, establish the total monthly and individual transaction limits and	N/a	

	ensure appropriate controls over physical security and usage of the cards are in place.		
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4. Risk Management			Comments
4.1	Does scan of minutes reveal any unusual activity?	No	
4.2	Annual risk assessment carried out at least annually?	Yes	2025/26 risk assessment seen
4.3	Insurance cover appropriate and adequate – employment, public liability and fidelity guarantee and has been reviewed on an annual basis?	Yes	Employers' liability, public & products liability, fidelity
4.5	Internal financial controls documented and evidenced?	Yes	
4.6	Evidence that a review of the effectiveness of internal audit was conducted during the year, including consideration of the independence and competence of the internal auditor prior to their appointment	Yes	Minute25/245 13 May 2025
4.7	Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members that they have received the appropriate training and accreditation	Yes	

5. Budget			Comments
5.1	Annual budget has been properly prepared before the budget is set and agreed at Full Council.	Yes	
5.2	Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts .	Yes	
5.3	Precept amount has been agreed at Full Council and clearly minuted	Yes	

5.4	Reserves held – general and earmarked Reserve Policy held?	Yes	
5.5	Regular reporting of expenditure and variances from budget?	Yes	In meetings

6. Income Controls		Comments	
6.1	Is income properly recorded and promptly banked?	Yes	
6.2	Is income reported to Full Council?	Yes	
6.3	Does the precept record agree to the Council Tax Authority's notification?	Yes	
6.4	Review of 'aged debtors' listings to ensure appropriate follow up action is in place.	N/a	None
6.5	Allotments; ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored.	N/a	None
6.6	Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)	N/a	None
6.7	Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.	N/a	None
6.8	Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.	N/a	None

7. Petty Cash			Comments
7.1	Is petty cash in operation?	No	
7.2	If appropriate, is there an adequate control system in place?	N/a	
7.3	Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc).	N/a	
7.4	Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held.	N/a	
7.5	Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held.	N/a	
7.6	Ensure that VAT is identified wherever incurred and appropriate	N/a	
7.7	Physically check the petty cash and other cash floats held.	N/a	
7.8	Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total	N/a	

8 . Payroll – Staff			Comments
8.1	Ensure that, for all staff , a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.	Yes	
8.2	Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability.	Yes	

8.3	Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours.	Yes	
8.4	Ensure that appropriate tax codes are being applied to each employee.	Yes	
8.5	Where free or paid for software is used, ensure that it is up to date.	N/a	
8.6	For the test sample of employees, ensure that tax is calculated appropriately.	Yes	
8.7	Check the correct treatment of Pension contributions	Yes	
8.8	Ensure that the correct employers' pension percentage contribution is being applied.	Yes	
8.9	For NI, ensure that the correct deduction and employer's contributions are applied: NB. the employers allowance is not available to councils but may be used by other authorities	Yes	
8.10	Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies	Yes	
8.11	Has council approved salary paid?	Yes	Monthly in meetings
8.12	Have pension re-declaration duties been carried out?	Yes	
8.13	Other payments reasonable and approved by council?	Yes	
8.14	Minimum wage paid?	Yes	

9. Asset Control	Comments
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9.1	Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets.	Yes	
9.2	Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement/ insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.	Yes	
9.3	Additions and disposals records should allow tracking from the prior year to the current.	Yes	
9.4	Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any changes.	Yes	
9.5	Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority.	Yes	All ok
9.6	Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.	N/a	No leases
Fixed asset investments:			
9.7	Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “ Investment Strategy ” and reported as Assets in the AGAR at section 2, line 9.	N/a	None

10. Borrowing and Lending		Comments	
10.1	Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired.	N/a	No loans
10.2	Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be	N/a	

	regarded as an admin expense) in the year of receipt.		
10.3	Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5.	N/a	
10.4	Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO).	N/a	
10.5	Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.	N/a	

11. Bank Reconciliations		Comments	
11.1	Is there a bank reconciliation for each account?	Yes	
11.2	Reconciliation carried out on receipt of statement?	Yes	
11.3	Do the individual bank balances agree with the bank statements as of 31 March?	Yes	
11.4	Is there regular reporting of bank balances at Council meetings?	Yes	

12. Year End Procedures		Comments	
12.1	Has the appropriate end of year AGAR documents been completed?	Yes	
12.2	Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at section 2 of the AGAR reflects the	N/a	

	detail in the accounting records maintained for the financial year. Consequently, IAs should: ● Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein. ● Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.		
12.3	IAs should ensure that, all relevant criteria are met (receipts and payments each totalled less than £25,000) ● the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline; ● that it has been published, together with all required information on the Authority's website and noticeboard.	Yes	
12.4	IAs should review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.	Yes	
12.5	IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection. IAs may also check whether authorities have minuted the relevant dates at the same time as approving the AGAR.	Yes	Seen a copy
12.6	IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as	Yes	None

	detailed on the front page of the current year's AGAR.		
12.7	Roll forward of the prior year cashbook balances to the new financial year	Yes	Completed on scribe
12.8	Sample Financial Transactions in cashbooks to bank statements (Appendix 1)	Yes	

13. Internal Audit		Comments	
13.1	Has the Council considered the previous internal audit report?	Yes	Nothing to note
13.2	Has appropriate action been taken regarding the recommendations raised?	Yes	None
13.3	Has the Council confirmed the appointment of an internal auditor?	Yes	Minuted 25/245 13 May 2025
13.4	Has the letter of engagement been approved by Full Council?	Yes	Minuted 25/245 13 May 2025

14. External Audit		Comments	
14.1	Has the Council considered the previous external audit report?	N/a	None
14.2	Has appropriate action been taken regarding the comments raised?	N/a	None

15. Other Information		Comments	
15.1	Was the annual meeting held in accordance with legislation? (First item of business – appoint Chair) (Annual Council meeting to be held in May)	Yes	13 May 2025
15.2	Is there evidence that Minutes (Full Council and all Committees) are administered in accordance with legislation? (LGA 1972 schedule 12 Para 41(1) and 44 – Unapproved minutes of the meeting should be formally approved (with any necessary amendments) at the next meeting. The Chair is given formal approval to sign the minutes)	Yes	13 May 2025

15.3	Is there a list of members interests held?	Yes	On website
15.4	Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements. that the council is the sole trustee on the Charity Commission register . that the council is acting in accordance with the Trust deed . that the Charity meetings and accounts are recorded separately from those of the council. review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiners report.	N/a	The council is not a trustee
15.5	Has the Transparency code been correctly applied, and information published in accordance with current legislation?	Yes	Seen on website
15.6	Has the Council registered with the Information Commissioners Office (ICO)?	Yes	
15.7	Is the Council compliant with the General Data Protection requirements?	Yes	Policy seen on website
15.8	Has the Council published a website accessibility statement on their website in line with Regulations?	Yes	
15.9	Does the Council have official email addresses/ for correspondence owned and paid for by Council?	Yes	
15.10	Is the Council website meeting WCAG2.2AA (Website accessibility guidelines)?	Yes	
15.11	Has the Council updated their website accessibility statement?	Yes	
15.12	Does the Council have an up-to-date IT Policy?	Yes	Reviewed December 2025
15.13	Is there evidence that electronic files are backed up?	Yes	USB stick and computer
15.14	Do the terms of reference exist for all committee and is there evidence these are regularly reviewed?	Yes	

Annual Return (Page 6)			
		Year ending 31 March 2025	Year ending 31 March 2026
		£	£
1	Balances brought forward	122,291	121,255
2	Annual precept	48,000	48,000
3	Total other receipts	23,899	11,825
4	Staff costs	15,085	16,386
5	Loan interest/capital repayments	0	0
6	Total other payments	57,850	49,065
7	Balances carried forward	121,255	115,629
8	Total cash and investments	121,255	115,629
9	Total fixed assets and long-term investments and assets	275,271	296,103
10	Total borrowings	0	0
11	Section 2 annual return figures completed and cross referenced	Yes	Yes

Appendix 1

Payee invoice check	Rhino Play (SW) Ltd	Rickmans Corner
Ledger date	09 July 2025	10 February 2026
Item/Budget heading	Play Equipment	S137 Grant
Ref/cheque no.	31	109
Payment minute ref	25/255a	26/22a
Invoice value	9,100.80	3,500.00
Minute value	9,100.80	3,500.00
Payment value	9,100.80	3,500.00
Bank Statement value	9,100.80	3,500.00
Timely payment	Yes 08.07.25	Yes 10.02.26
VAT recorded	Yes (£1,516.80)	No (£0.00)
S137 recorded	N/A	N/A
S137 minuted	N/A	N/A

Conclusion:

The internal audit of Linton Parish Council has been completed, and I am pleased to confirm that no issues or areas of concern were identified during the review. The council's financial and governance arrangements appear to be operating effectively, with appropriate controls in place and functioning as intended.

I would like to thank the Clerk of the council for your cooperation and support throughout the audit process. Your assistance and openness have been greatly appreciated and have contributed to a smooth and efficient review.

The Clerk and/or RFO should certify the accounts before the full council approves them.

The Notice for the public inspection period must detail that it is for a single period of 30 working days and must include the first ten days of July (i.e. 03.06 – 14.07 or 01.07- 11.08)

(For Town and Parish Council's)

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Clerk to Linton Parish Council

INVOICE ZJI/26/81

To: Independent Internal Audit of the 2025/2026 Linton Parish Council Accounts on
20th April 2026

Audit of Accounts	£100.00
Mileage 0 x .45p	
Total	£100.00

Preferred payment method is bank transfer details below:
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