

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for East Ilsley Parish Council – 2024/2025

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2024. The following recommendations/comments have been made:

Income: £25,090.84 Expenditure: £24,326.66 Reserves: £22,710.84

2025 AGAR Completion:

Section One: Not yet completed

Section Two: Not yet completed – draft figures available

Annual Internal Audit Report 2024/2025: Yes

Certificate of Exemption: No

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. The Council hold the General Power of Competence and LGAs137 does not apply. Whilst there has been a change of Clerk, the Council hold the GPC until the next election.

[The cashbook is referenced providing a clear audit trail.](#) Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations

Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

[Reviewed: 28/5/2024 \(Ref: 09/24\)](#)

Financial Regulations in place: Yes

[Reviewed: 28/5/2024 \(Ref: 10/24\)](#)

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Recommendation: When next reviewing Standing Orders and Financial Regulations, to update the documents in line with the Public Contract Regulations 2024.

VAT reclaimed during the year: No
£1,401.93 to claim for the 2024-2025 financial year.
Registered: No

General Power of Competence: Yes Adopted: 28/5/2024 (Ref: 17/24)

Policy Review Schedule in place: Yes

There were no tenders during the year that exceeded the £30,000 Public Contract Regulations threshold.

The Council reviewed the following documents during the year of audit:

28/5/2024 (Ref: 15/24)

- [Complaints Policy](#)
- [Freedom of Information Policy](#)
- [Information and Data Protection Policy](#)
- [Media Policy](#)
- [Employment Policies](#)
- [Temporary Scheme of Delegation](#)
- [Grant Awarding Policy](#)
- [Pond Policy](#)

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes Ref: Z3620657

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

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Privacy Policy published: Yes

Link: [https://www.eastilsley-](https://www.eastilsley-pc.gov.uk/Media/Council%20Documents/Policies/2022%20%202023/East%20Ilsey%20Parish%20Council%20-%20General%20Privacy%20Notice%20-%20Reviewed%20May%202022.pdf)

[pc.gov.uk/Media/Council%20Documents/Policies/2022%20%202023/East%20Ilsey%20Parish%20Council%20-](https://www.eastilsley-pc.gov.uk/Media/Council%20Documents/Policies/2022%20%202023/East%20Ilsey%20Parish%20Council%20-%20General%20Privacy%20Notice%20-%20Reviewed%20May%202022.pdf)

[%20General%20Privacy%20Notice%20-%20Reviewed%20May%202022.pdf](https://www.eastilsley-pc.gov.uk/Media/Council%20Documents/Policies/2022%20%202023/East%20Ilsey%20Parish%20Council%20-%20General%20Privacy%20Notice%20-%20Reviewed%20May%202022.pdf)

Insurance was in place for the year of audit (valid 5/10/2024 – 4/10/2025). The Risk Assessment was reviewed at a meeting held on 28/5/2024 (Ref: 13/24). Internal Controls were reviewed on 28/5/2024.

The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Fidelity Cover: £150,000 (2023-2024)

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: <https://www.eastilsley-pc.gov.uk/>

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

2024 Annual Return, Section One Published – Yes

2024 Annual Return, Section Two Published – Yes

2024 Annual Return, Section Three Published – No

Recommendation: The Council should publish the audited Section 3 of the AGAR on their website.

Under **The Accounts & Audit Regulations** councils must publish on their website:

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Notice of period for the exercise of public rights
Published – Yes

Period of Exercise of Public Rights

Publication Date: 26/6/2024 Start Date: 3/6/2024 End Date: 12/7/2024

Recommendation: The Council have not met the Accounts and Audit Regulations as the publication date is after the start of the inspection period. The Council should ensure that the sequence of dates is correct for the 2025 Notice.

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 on their website.

The Council have not met the publication requirements.

Recommendation: The Council is required to publish the signed Sections 1, 2 and the audited Section 3 on their website as detailed above.

Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £23,000 (2025-2026)

Date: 14/1/2025 (Ref: 5)

Precept: £22,000 (2024-2025)

Date: 9/1/2024 (Ref: 074/23)

Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.

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Petty Cash

Associated books and established system in place

A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment and pensions

PAYE System in place: Yes
Employer's Reference: 475/WA63643
P60s issued: Yes

The Council continue to operate RTI in accordance with HMRC regulations. Supporting paperwork is in place and a P60 has been produced as part of the year end process. It is noted that the Council have resolved to outsource payroll (Ref: 10/12/2024).

Eligible employees have joined the nominated pension scheme. The last redeclaration of compliance was on 27/3/2023.

It is noted that the Council undertook a review of salaries at a meeting held on 10/12/2024.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £122,859.07. The Council should ensure that the figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

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Bank Balances (unverified) at 31 March were confirmed as:

Unity Trust Current	xxxx2874 £12,435.59
Unity Trust Savings	xxxx2887 £10,275.25

The Council had no outstanding loans at the year end.

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves (£9,802.55) and have identified earmarked reserves of £12,908.29 in their year end accounts.

Year-end procedures Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on a Receipts & Payments basis.

Sole Trustee

The Council has met its responsibilities as a trustee

[The Council is not a sole trustee.](#)

Internal Audit Procedures

The 2024 Internal Audit report was considered by the Council at a meeting held on 23/6/2024 (Ref: 33/24).

[A review of the effectiveness of the Internal Audit was carried out on 23/6/2024 \(Ref: 33/24\).](#)

[Heelis & Lodge were appointed as Internal Auditor at a meeting held on 11/3/2025 \(Ref: 5.d\).](#)

External Audit

The Council formally approved the 2024 AGAR at a meeting of the full Council held on 25/6/2024 (Ref: 33/24).

[The External Auditor's report was considered at a meeting held on 11/3/2025.](#)

[The External Auditor's report was not available for the audit.](#)

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Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 28/5/2024. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the quality of documentation provided for the audit.



Heather Heelis
Heelis & Lodge
26 June 2025

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INVOICE

To:

East Ilsley Parish Council

Invoice No: HL9620

Date: 26 June 2025

Details	Quantity	Amount (£)	Total (£)
To carry out Internal Audit for the year ended 31 March 2025 (£25,001 - £50,000 banding)	1	220.00	220.00
Total			220.00

Please make cheques payable to: Heelis & Lodge

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Bank Details: Account 02539349 **Sort Code 09-01-50**

NB Change to bank account details

Terms 14 Days

Thank you.

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