To all councillors

2025 REVIEW OF INTERNAL AUDIT PROCEDURES

The review should consider:

whether the scope of an audit plan is adequate and the Audit Plan Terms of Reference have been approved by the Finance Committee

whether the internal auditor is sufficiently independent

whether the internal auditor is sufficiently knowledgeable about parish council finance systems

whether councillors understand their responsibility to review financial controls

whether audit planning and reporting are adequate

whether the audit plan takes account of risk and has been approved by Council

Clerk to the Council

CHALTON PARISH COUNCIL – AUDIT PLAN TERMS OF REFERENCE

1. Budget/Precept is set with due regard to Risk Assessment Plan and future developments in Chalton.

2. Financial controls include every Parish Council meeting a financial report circulated, use of correct powers to make payments, proper reclaim of VAT.

3. Annual review of grant expenditure/payments.

4. Adequate insurance cover is provided for all activities and equipment of Parish Council responsibility.

5. Annual internal audit is carried out by an individual who is independent of Chalton Parish Council but familiar with parish council procedures and in line with requirements as set by the Audit Commission. The individual to be varied from time to time. The internal auditor appointed at the 2025 March PC meeting, was Barnicoat Ltd*, Elizabeth Barnicoat MAAT, CiLCA.*

6. Recommendations of internal and external auditors are considered by Council.

7. Internal audit system to reviewed annually.

8. Resources are made available for internal audit.

CHALTON PARISH COUNCIL – AUDIT PLAN 2025

1. Through review of Council expenditure, the precept was set at £18,538.00

2. Clerk to continue to produce transaction statements every Parish Council meeting, indicating authorised payments in Council minutes and reclaiming VAT. The trend for the year will be to reclaim VAT biannually.

3. Council to review public liability & assets annually prior to renewal of insurance premium.

4. Annual internal audit to be carried out by an individual who is independent of Chalton Parish Council and familiar with the workings of a Parish Council.

5. Recommendations of internal and external auditors to be considered by Council when received.

6. Internal audit system to be reviewed annually.

7. £100 budget for internal audit fees and £395 MAZAR audit fee this year as the councils income is over 25k.