

Tamworth,
Staffs.

Telephone

Email

Jo-Anne Ambrose - Clerk to Mancetter Parish Council
Mancetter Memorial Hall
Old Farm Road
Mancetter
Warwickshire
CV9 1QN

21.06.2026

Dear Jo-Anne

Having completed the Internal Audit duties for 2025-26 there are a few items to be noted/ rectified. These are:-

- The VAT claim has been completed on Scribe, but the note attached to the working paper from Joan Daniels says that it has not been submitted to HMRC for reimbursement.
- Policies and Procedures check list has not been updated with review dates in 2025-26, this should be an annual event, with no reference in the minutes that this has taken place. The only one referenced in the minutes was to adopt a new set of Standing Orders.
- In the minutes it was noted that a Notice Board at the Allotments was not on the Asset Register, nor on the insurance. No amendments have been made to the Asset Register.
- In March 2026 there was no list/schedule of payments made in the month to be signed of as a true record of payments made in the month.
- Septembers on line submission for NI and Tax totalled £460.70, but the actual payment paid for PAYE was £460.90, a 20 pence variance.

Attached are the checklists from the work completed.

Please contact me if you have any problems with the attached details.

Yours sincerely

N. Lane. C.P.F.A.

Internal control

Yes (/)/No (x)

Proper Book keeping	Is the cashbook maintained and up to date	✓
	Is the cashbook arithmetic correct	✓
	Is the cashbook regularly balanced	✓
a) Standing orders and Financial Regulations adopted & applied, and	Has the council formally adopted standing orders and financial regulations	✓
	Has a responsible Financial Officer been appointed with specified duties	✓
	Have items or services above a de minimus amount been competitively purchased	✓
	Are payments in the cashbook supported by invoices, authorised and minuted	✓
b) Payments control	Has VAT on payments been identified, recorded and reclaimed	✓
	Is S 137 expenditure separately recorded and within statutory limits	N/A
Risk management arrangements	Does a scan of the minutes identify any unusual financial activity	X
	Do the minutes record the council carrying out an annual risk management	✓
	Is insurance cover appropriate and adequate	✓
	Are internal financial controls documented and regularly reviewed	✓
Budgetary controls	Has the council prepared an annual budget in support of its precept	✓
	Is actual expenditure against the budget regularly reported to the council	✓
	Are there any significant unplanned variances from budget	X
Income controls	Is income properly recorded and supported by VAT invoices/receipts	✓
	Does the precept recorded in the cashbook agree to the District councils notification	✓
	Are security controls over cash adequate and effective	✓
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT receipts/invoices	N/A
	Is petty cash expenditure reported to each council meeting	N/A
	Is petty cash reimbursement carried out regularly	N/A
Payroll controls	Do salaries paid agree with those approved by the council	✓
	Are other payments to the Clerk reasonable and approved by the council	✓
	Has PAYE/NIC been properly operated by the council as an employer	✓
Asset controls	Does the Council keep an asset register of all material assets owned	✓
	Is the Asset/Investment register up to date	✓
	Do asset insurance valuations agree with those in the asset register	✓
Bank reconciliation	Is there a bank reconciliation for each account	✓
	Is bank reconciliation carried out regularly on the receipt of statements	✓
	Are there any unexplained balancing entries in any reconciliation	X
Year end procedures	Are year end accounts prepared on the correct accounting basis	✓
	Do accounts agree with the cash book	✓
	Is there an audit trail from underlying financial records to the accounts	✓
	Where appropriate, have debtors and creditors been properly recorded	N/A

Detailed areas to check on Audit - 01/04/25 to 31/03/26

Proper Book Keeping

Are books checked regularly ?
Are books arithmetically correct and checked ?
Are all items regularly reconciled to the bank Statements etc ?

Purchase orders

Are there the correct number of estimates, quotes etc (as per standing orders) ?
That proper purchase authority by council or officers (under clear delegated powers) is in place ?
Has proper legal power been identified for the expenditure ?

Purchase payments

That the supporting paperwork confirms that there is a fully approved invoice and authorisation for the payment ?

Are there separate records kept for Section 137 expenditure ?
Is Section 137 expenditure within set limits (check annually) ?

Check that payments of interest and principal in respect of loans are in accordance with agreed schedules ?

Official order/ Creditor Payments

Date ?
Name of supplier ?
Details of goods &/or services ?
Does order have estimated value of invoice ?
Is order signed by authorised Finance Officer etc ?

Is order marked when invoice paid ?

Are payments detailed in minutes for authorisation to pay ?

Is invoice recorded in Receipts & Payments record ?
Is VAT accounted for correctly in Receipts & Payments ?
Is VAT accounted for correctly in the VAT return ?

Is cheque signed by authorised signatures ?
Is the Cheque made out to name on order/invoice ?

Insurance & Risk Arrangements

Does the Parish hold valid insurance certificates ?
Are insurance levels and types annually reviewed at council meetings ?
Does insurance cover all risks adequately ?
Are all systems regularly reviewed at council meetings (annually)?

Budget setting/

monitoring

Is there a formal procedure for budget setting ?
How many people involved ?
Is budget to actual monitored on a regular/ongoing basis ?
Is budget to actual monitoring reported regularly to council meetings ?
Are variances from budget investigated/checked ?
Is a budget set for 137 Expenditure (check value calc) can't over spend ?
Is section 137 expenditure monitored ?
Check adequate level of reserves (should not be more than precept unless for specific purpose) ?
Are reserves general or for specific schemes ?

Yes (/) / No (x)	Notes
✓	All accounting is completed using Scribe software
✓	
✓	Monthly
✓	
✓	
✓	
✓	
✓	
N/A	No expenditure on section 137 incurred or budgeted for.
N/A	No expenditure on section 137 incurred or budgeted for.
x	Do not have any loans, Only investment Bond which they receive interest on and 2 bank accounts
	No official printed orders with sequential numbering
	All invoices paid are passed through Clerk & Parish meetings
N/A	
✓	
✓	
✓	Claim for 2025-26 completed in Scribe but note attached to return by Joan Daniels says unable to submitted.
✓	Main account 3 signatures. All payments now made by online banking / DD's with full checking process undertaken at meetings.

✓	At insurance renewal date (1st June each year)
✓	All items fully covered
✓	Last reviewed May 2025 next due May 2026

✓	Clerk and discusses with Chairman then presents to council for authorisation. Authorisation within the minutes.
1	
✓	
✓	Quarterly
✓	
N/A	
N/A	
✓	£57.5K as per the close of 2025/26 annual return of which £21.5K identified for specific future projects
Mixture	See above

Income

Are all bookings kept in a diary ?
Are all invoices raised from information contained in diary ?
Does the value of invoice match to fees & charges list ?
Are hall hiring / fees etc paid in advance ?
Are hall hiring / fees etc paid on the day of event ?
Are hall hiring / fees etc paid in arrears & are invoices issued promptly ?
Are there any long term debtors ?
If any long term debtors, are they being investigated to recover money ?
Is all income entered into Rec. & Payments cash book promptly ?

N/A	No buildings / Room hire as have no buildings
✓	For burial details only, as paper work acts as invoice and receipt
✓	Burials
N/A	
N/A	
N/A	
N/A	
N/A	
✓	
✓	
✓	
✓	Bacs
✓	

Are receipts issued for all monies received as proof of receipt ?

Is Vat accounted for correctly ?

Is precept received and banked promptly ?

Is all other income banked promptly ?

Petty Cash

Does the council operate a Petty Cash float ?
Is all expenditure incurred fully recorded and approved at council meetings ?
Is reimbursement of petty cash float completed regularly ?
Is physical petty cash value checked to records by independent person ?

No	
N/A	
N/A	
N/A	

Are there any parish council employees ?

Are they paid regularly ? (weekly/monthly)

Have any pay increases / changes to contracts had the approval of the council before being actioned ?

Is the pay a set amount per month ?

Is it documented in the minutes (each payment) ?

Has Tax & National Insurance been calculated and accounted for correctly ?

Have all entries been entered into Rec. & Payments book ?

Has Tax & National Insurance been paid over on time to relevant department ?

✓	Clerk
Monthly	
✓	
✓	Plus expenses, Phone & Sundry Stationary etc.
✓	
✓	
✓	
✓	

Asset control

Is there an asset register ?

Is it updated regularly ?

Is insurance cover adequate for asset values ?

Are details reported to Parish council meetings ?(minimum annually)

✓	
✓	
✓	
✓	

Bank Reconciliation

Does the balance on Bank Reconciliation match bank statement ?

Does balance on Receipts & Payments match bank statement balance ?

If not, has it been reconciled ?

Verify figures used for Receipts & Payments match to cash book ?

Are there any out of date cheques or cheques above one month old outstanding ?

✓	
✓	
N/A	
✓	
✗	

Year end procedures

Is appropriate accounting basis used ?

Can all figures in the Financials Statements be followed from the working papers ?

Check lists of Creditors ? (validity)

Check lists of Debtors ? (validity)

✓	
✓	
N/A	
N/A	

VAT Return

Are they completed regularly & on time ?

Do figures used match receipts & payments book ?

Are the claim totals & Rec. & payments totals checked cumulatively to avoid any errors ?

✓	Claim for 2025-26 completed in Scribe but note attached to return by Joan Daniels says unable to submitted.
✓	
✓	