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23rd May 2025

TO WICKWAR PARISH COUNCIL

2024-25 Internal Audit report.

I have carried out an internal audit of Wickwar Parish Council's accounts and governance in the 2024-25 financial year.

I report as follows:

1. Appropriate records of account have been kept properly throughout the year so far, and are well maintained with sound audit trails. In particular, I have followed the audit trail of three transactions from approval at a council meeting to appearing as paid on the bank statement. Payments were supported by invoices, and expenditure was approved and VAT appropriately accounted for.

2. The Council's Financial Regulations have been met by testing that these three random payments were properly agreed, checked, authorised and paid.

3. The Standing Orders and Financial Regulations which are posted on the council website were reviewed in May 2023. These policies should be reviewed each financial year with the latest versions posted on the website.

4. I have checked the AGAR forms completed by the Parish Clerk and found them to have been prepared to a high standard. I have no issues to raise in regard to these forms.

5. I have checked that all councillors attended a Parish Council meeting at least once in a rolling six-month period.

6. I have noted that the Parish Council's bank balances have decreased from £219,118 at the start of the financial year to £76,121 at the end. The reason for this increase has been clearly explained in the AGAR documents. The figure of £76,121 is a suitable level of reserves for the council to hold.

<u>Conclusion</u>

Both the finances and governance of Wickwar Council are being will run and maintained. I have no issues to raise regarding these areas.

Yours sincerely,

A. R. Jay

Tony Jay (CiLCA, ACFM)