



Lincolnshire Association of Local Councils Internal Audit Checklist 2025/26

Name of Parish or Town Council		Pointon and Sempringham Parish Council		
Parish Council website		https://www.pointon.parish.lincolnshire.gov.uk		
Name of internal auditor		Cathryn Nicoll		
Date of audit		16 February 2026		
Type of audit		Intermediate	<input checked="" type="checkbox"/>	Year-end (including AGAR)
Council contact information		Name		Email
Clerk		Rowena Boden		clerk@pointon-pc.gov.uk
RFO* if different				
Chairman*		Dean Wesley		chairman@pointon-pc.gov.uk
Electorate	422	Total number of seats		7
Quorum	3	Number of seats filled at time of audit		6
Precept Demand 2025/26	£18270	Gross budgeted Income		£18270 + £926 cleaner grant
Date of most recent audit	y/e 31 03 2025	Gross budgeted Expenditure		£18912.35
		Tested?	Comments	
Has the internal auditor seen previous internal and external audit reports including the most recent? What were the main recommendations?		Y	Audit completed by myself.	
Were the auditor reports and actions implemented? Have the actions appeared in the minutes? (SAPPP The Practitioners Guide para 5.99)		Y	Generally yes, see notes.	

Key governance review		Tested?	Comments & recommendations	Risk ⁱ		
				Low	Med	High
1	Standing Orders* <i>(up to date 2025 version, tailored, reviewed and lawful)</i>	Y		X		
2	Financial Regulations* <i>(up to date 2025 version, tailored, reviewed and lawful)</i>	Y		X		
3	Terms of reference (committees / working groups) <i>(should contain - clear days' notice, quorum, delegated power or advisory, lawful, no individual councillors making decisions.)</i>	Y		X		
4	Councillors' Code of Conduct* <i>(s.27 Localism Act 2011)</i>	Y		X		
5	Complaints procedure* (tailored and reviewed)	Y		X		
6	General Power of Competence <i>(decision compliant with S.1-8 Localism Act 2011 and 'The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012')</i> . <ul style="list-style-type: none"> <i>Date and minute reference GPOC adopted</i> <i>Qualified Clerk (CiLCA 2015 or later or Level 4 Community Governance or higher qualifications seen)</i> <i>Two-thirds elected councillors at the time of adoption during the current cycle.</i> 	Y	Clerk completed CiLCA - awaiting outcome of application for GPC. Clerk now to study for Level 4. See minute 25070 - July 2025.	X		
7	Arrangement for inspection of public records adequate* <i>(Announcement at least one day after parish council approval, announcement at least one day ahead of inspection period, minuted approval by council of inspection period dates - 30 working days including first 10 working days of July).</i>	Y		X		
8	External audit report published by 30 Sept on the council website <i>(not applicable to councils validly certified as 'Exempt'.)* (TPG para 5.81- 5.84 also see guidance notes on front of applicable AGAR form)</i>	Y		X		

Transparency		Tested?	Comments & recommendations	Risk		
				Low	Med	High
9	End of year accounts published by 1 July*	Y		X		
10	Annual Governance statement published by 1 July* Correctly claimed exemption from audit (if relevant)	Y		X		
11	Documents listed on front page of AGAR form published as specified.	Y		X		
12	Agendas and meeting papers published with three clear days' notice for parish/ town council meetings*	Y		X		
13	Past 5 years of annual returns available online*	Y		X		
14	Asset register published by 1 July*	Y		X		
ICO Model Publication Scheme expected requirements:						
15	All items of expenditure above £100 published by 1 July (over £500 for larger Councils)	Y		X		
16	Councillor responsibilities published by 1 July	Y	No councillor responsibilities.	X		
17	Draft minutes published within one month of the meeting	Y		X		
Councils over £200K turnover:						
18	Senior officer salaries published*					
19	Data on issues important to local people (eg. subsidised trade union activity, projects, parking, grants)*					
20	Contract/ procurement information over £5,000 published*					

Accounting		Tested?	Comments & recommendations	Risk		
				Low	Med	High
21	Cashbook or the accounting system maintained and up to date	Y	Using SCRIBE	X		
22	Arithmetically correct (checks / balance)	Y		X		
23	Evidence of internal control (<i>compliant with Standing Orders and Financial Regulations and TPG 1.14-1.21</i>)	Y		X		
24	VAT* <ul style="list-style-type: none"> • evidence of recording • evidence of reclaiming 	Y	Using SCRIBE	X		
25	All payments supported by authorised, minuted decisions and invoices	Y		X		
26	s.137* (<i>last resort power for non-GPC councils</i>) <ul style="list-style-type: none"> • Recorded separately within accounts • Within legal threshold limits for the current year • Spend in accordance with legislation 	Y	One S137 payment yet to be minuted.	X		
27	Payments made in accordance with Financial Regulations <ul style="list-style-type: none"> • Cheques • Online banking • BACS • Direct Debit • Standing Orders • Credit or debit cards • Other payments 	Y		X		
28	If Investments/ funds/ cash/ total over £100,000 an Investment Strategy MUST have been adopted and ensure long-term investments for 12+ months are recorded in the Asset and Long-term Investment Register and the purchase/investment and receipts/sales are accounted for as set out in the TPG. (<i>TPG 2.26-2.29, Section 4 Item H & 5.17, 5.29-30, 5.174-5.177, 5.185-5.190</i>). An Investment Strategy is recommended for sums held below £100,000	N	No investments.			

Budget		Tested?	Comments & recommendations	Risk		
				Low	Med	High
29	Annual budget income and expenditure amounts in support of precept approved by full council and minuted* (TPG 1.8, Section 4 Table D, 5.25-5.28)	Y	No evidence of budget breakdown on website		X	
30	Precept amount properly minuted by full council* (TPG Section 4 Table item D)	Y		X		
31	General and earmarked reserves reviewed and sufficient (TPG 1.13, 2.10-11, 4.21 Table D, 5.31-5.39, 5.208)	Y	No evidence of review		X	
32	Budget is monitored regularly with variances reported to council in line with Financial Regulations. Variances from budget are explained.	Y	No evidence		X	

Income control		Tested?	Comments & recommendations	Risk		
				Low	Med	High
33	Income properly recorded and banked promptly	Y		X		
34	Precept income received in bank account.	Y	Missing bank statement to be downloaded showing income received. Viewed.	X		
35	Scale of fees reviewed regularly, and fees and charges accurately applied.	Y		X		
36	Aged debt analysis maintained and appropriate recovery procedures in place to recover arrears/ debts (TPG 5.46-5.48)	Y		X		
37	VAT applied accurately to transactions and accounted for. (TPG Section 4 Table Item E)	Y	VAT paid recorded and reclaimed.	X		
38	Effective security of cash and receiving cash from transactions	Y	No cash	X		
39	Effective security of card receipts transactions	Y		X		

Bank reconciliation		Tested?	Comments & recommendations	Risk		
				Low	Med	High
40	Regular bank balances minuted and bank statement reconciliation and signed off by members and minuted. (TPG 1.10, 2.25)	Y	Not recorded in minutes.		X	
41	Balancing entries (adjustments) explained	N				
42	Bank mandate up-to-date -Evidence of signatories being reviewed and minuted -Sufficient signatories to enable banking business to be continuously available without delays. (TPG 1.15.5)	Y	Verbal. To investigate additional signatory to make four.		X	

Petty cash		Tested?	Comments & recommendations	Risk		
				Low	Med	High
43	Petty cash account used/authorised	N	No petty cash			
44	Petty cash spending supported by VAT receipt(s)					
45	Petty cash reported to Council					
46	Petty cash float reconciled/reimbursed					

Asset control		Tested?	Comments & recommendations	Risk		
				Low	Med	High
47	Register of assets and long-term investments* <ul style="list-style-type: none"> • Exists • Up to date and complete • Published • Review (at least annually) has been minuted (TPG Section 4 Table item H, 5.57-5.70) 	Y		X		
48	Any loans to organisations, groups and other parties accurately recorded in the register.	Y	Verbal - none	X		
49	Land and property registered with HM Land Registry. https://www.gov.uk/government/publications/registering-local-authority-land-and-property-with-hm-land-registry/register-local-authority-land-and-property	Y	Previous audit identifies lost deeds. Process now in place with Land Registry for issue of replacement deeds.	X		
50	Any loans/borrowing has been properly obtained with authority from Debt Management Office and accurately accounted for (TPG Section 4 Table item H, 5.70)	Y		X		

Risk management		Tested?	Comments & recommendations	Risk		
				Low	Med	High
51	Risk Register / Management scheme in place and reviewed annually and minuted (TPG 1.31-1.33, Section 4 Table Item C)	N				
52	Insurance Cover <ul style="list-style-type: none"> Reviewed annually for levels of cover Certificate(s) viewed & valid Employees' Liability Cover in place and published* Public Liability Cover Employees' Fidelity Guarantee Councillors' ages reviewed and recorded (some policies restrict some or all cover over certain ages) Other e.g. vehicles, assets, equipment, volunteers ... Compare schedule against asset register and ensure adequate insurance is in place for items to be covered. Public liability insurance must match the PLI for any delegated services, assets (£10million) Any insurance claims during the previous 12 months which may affect the policy and valuations and cover and has the Risk Register been updated to mitigate the risk of re-occurrence? (TPG Section 4 Table Item C)	N				
53	Internal Controls outlined in Financial Regulations and Standing Orders are being followed and effective? (TPG Section 4 Table Item C)	N				
54	Assets inspected and Health & Safety issues considered* <ul style="list-style-type: none"> Play equipment Street furniture Fire safety Defibrillators Other 	N				
55	Grants ratified and minuted according to policy	N				
56	Health and Safety Policy in place where there are 5+ persons working (count councillors, officers, contractors, volunteers) (S 3, Health and Safety at Work Act 1974 and HSE)	N				
57	Evidence of unusual activity from minutes	N				
58	Back up of files adequate	N				
59	Storage of files (paper and electronic) adequate	N				

General		Tested?	Comments & recommendations	Risk		
				Low	Med	High
60	Local Council Award Scheme applicable? <ul style="list-style-type: none"> • Foundation • Quality • Quality Gold Would this Council be a suitable candidate if they have not achieved the Award Scheme before now?	Y	Verbal - to be investigated.	X		

Proper Process / Practice		Tested?	Comments & recommendations	Risk		
				Low	Med	High
61	List of Members' interests* <ul style="list-style-type: none"> • displayed on council website /link to District Council • reviewed regularly (<i>Members have a statutory requirement to complete and report changes within 28 days of change</i>) • Interests declared in meetings and members follow Standing Orders and Code of Conduct • Dispensations approved as set out in Standing Orders and minuted. 	Y	Website	X		
62	Declarations of Acceptance of Office* <ul style="list-style-type: none"> • Councillor (after election/ co-option) • Chair (at least annually) 	Y		X		
63	Co-options (after eligibility and disqualification checks) approved by council by a vote, minuted and according to policy	Y		X		
64	Agenda documents lawful and published*	Y		X		
65	Minutes lawful and published/ hard copy signed* <ul style="list-style-type: none"> - <i>Apologies noted or resolved to be accepted?</i> - <i>A member absent for 6 months handled correctly?</i> - <i>Minutes sequential?</i> - <i>Members present and not present recorded</i> - <i>Interests correctly minuted and members leave room in accordance with Code of Conduct and Standing Orders (Ss27-33 Localism Act 2011)</i> - <i>Dispensations applied for and granted in accordance with Standing Orders (S.33 Localism Act 2011)</i> - <i>Resolutions are minuted and stated with clarity and the applicable legal power included.</i> 	Y	Reasons for inability to attend meetings "accepted" to be recorded in minutes as "valid reasons". Minute pages to be numbered	X		

66	Confidential items correctly used and resolutions minuted and published <i>Public Bodies (Admission to Meetings) Act 1960 S.1(2)</i>	Y		X		
67	Purchase order system used/correct	Y	Not used.	X		
68	Purchasing authorised in line with Financial Regulations / Standing Orders limits and the Procurement Act 2023 and Procurement Regulations 2024 requirements <ul style="list-style-type: none"> - Choice of procurement method correct for the procurement - For £30,000+(inc VAT) contracts published on 'Find a Tender' - For £5,000 - £29,999 recommended to publish on 'Find a Tender' - Contract decisions issued and published - 30-day payment terms apply to all contracts - Publish 6-monthly performance to pay within 30-days 	Y		X		
69	Delegation to officers or committees <ul style="list-style-type: none"> • Lawful delegation (to an officer, committee or joint committee but an individual councillor does not have decision-making powers – S.101 Local Government Act 1972) • Limits set out in financial regulations and / or standing orders or policies or schemes of delegation; • adhered to; • reported adequately 	Y	No delegations	X		
70	Annual publication of Members Allowances, Subsistence and Travel expenses paid in the financial year within 14 days of 31 st March where practicable. (Local Authorities (Members' Allowances) (England) Regulations 2003 regulation 31)	Y	None	X		
71	Any Members' Basic Allowances are paid in accordance with the District/Borough Council - approved rates for that Parish/ Town Council and the HMRC PAYE rules applied to Members Allowances before payment. Any subsistence and travel allowances paid are in accordance with the Parish/Town Council's own adopted policies.	Y	No allowances paid.	X		

Payroll & HR		Tested?	Comments & recommendations				Risk		
							Low	Med	High
72	Employee posts properly approved/ recorded/ correct job descriptions in place for each post holder and amendments are confirmed by letter. <ul style="list-style-type: none"> • Proper Officer (Clerk) • RFO • Deputy Clerk • Admin assistant • Site staff/ Grounds workers <ul style="list-style-type: none"> • Other 	N							
73	Public sector IR35 rules applied where applicable https://www.gov.uk/guidance/off-payroll-working-for-clients	N							
74	Right to work checks for employees completed and on file https://www.gov.uk/check-job-applicant-right-to-work	N							
75	Written statement of particulars for all staff from day one (April 2020 onwards) https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars and amendments to contracts confirmed in writing and minuted*	N							
76	Proper procedures for payroll, PAYE & NI registered with HMRC and monthly reporting of RTI and Pensions*	N							
77	Is payroll inhouse or external provider used?	N	In-house		External				
78	PAYE & NI payments spot checked - calculations	N							
79	Employers Allowance – Councils are not eligible – payroll system checked.	N							
80	Approval of salaries, annual inflationary increases and increments minuted	N							
81	Approval of expense claims	N							
82	Minimum wage threshold met	N							

83	HR procedures and policies adopted / reviewed	N						
84	Training policy and record staff /elected Members	N						
85	Probation review completed for new staff within probation period.	N						
86	Annual appraisals undertaken	N						
87	Job description up to date / reviewed	N						
88	Health and safety of staff workstation & PC equipment undertaken * <ul style="list-style-type: none"> Display Screen Equipment 	N						
89	Registered with The Pensions Regulator* Reference number Date of (Re)Declaration of Compliance (every 3 years)	N						
90	Adequate Pension provision in place to meet statutory requirements https://www.gov.uk/employers-workplace-pensions-rules	N	LGPS				Tick	
			NEST				Tick	
			Other				Identify	
	<ul style="list-style-type: none"> Automatic Enrolment for Staff* 	N	Y		N		DD/MM/YYYY	
<ul style="list-style-type: none"> Opt-Out Evidenced* 	N	Y		N		DD/MM/YYYY		

Information and data compliance		Tested?	Comments & recommendations	Risk		
				Low	Med	High
91	Registered with Information Commissioner's Office <i>(if relevant)</i>	Y		X		
92	Council-owned email address account in place (either .gov.uk or .org.uk format) <i>(TPG 1.47)</i>	Y	.gov.uk email address in place for all councillors and litter picker.	X		
93	Website Accessibility Statement reviewed and published online* https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps	Y		X		
94	GDPR/ Data Protection Act policies and procedures in place* <ul style="list-style-type: none"> Record Retention Schedule Data Breach Assessment Privacy Policy Process for dealing with a Subject Access Request Security Compliance Checklist 	Y	All listed on the website.	X		
95	Publication scheme (ICO model template adopted) <i>(up to date, tailored, reviewed and lawful)</i> and published on the council website.* (Modifications from the ICO template must have had ICO approval.) <i>(Ss19-20 FOIA 2000)</i> Has the Council complied with publishing the information specified in its Publication scheme?	Y		X		
96	Compliant with the relevant Transparency Code (if applicable)?	Y		X		
97	IT Policy adopted	Y		X		

Transaction spot check (Sample test transactions such as largest payment, employee salaries, direct debit, S.137, VAT, Councillors payment, etc)

Check number	1	2	3	4	5	6
Ledger date	23 04 2025 (6 x invoice date)	14 11 2025 Invoice date	06 01 26	Due date 04/03/26 (no invoice date)	Invoice date 12/03/2026	Invoice date 15/12/2025
Item / budget heading	VE day celebration	Legal costs for replacement deeds	Heras fencing hire round pavilion	Email Provision for Council	Electricity for pavilion (now closed) standing charge only	LALC annual membership
Reference / Cheque number	BACS	BACS	BACS monthly payment	BACS	DD	BACS
Was purchase approved prior to ordering? Order minute reference	* N (last minute arrangement)	December 2024 24 139	Ongoing 25083d	Approval given use Cloud Next (cApril 2025)	Rolling agreement	Agreed mtg 03/03/26
Any evidence the purchase was delivered? Delivery evidence		Correspondence	fence in place	Emails	Statutpry	p
When was the payment approved? Payment minute reference	*	02 12 2025 26008a	tba - March 2026 meeting	Continual agreement to use .gov.uk	Continual agreement	03/03/2026 (paid 30/03/26)
Is the bill the same as ordered? Invoice value		582.00 inc VAT	£144.00 inc VAT	£60 inc VAT	Standing charge	£192.06 - VAT exempt
Is the payment approval minuted? Minute value	N (last minute arrangements)	Y	tba	for May meeting	for May meting	March minutes - yet to complete (illness)
Is the payment approved matching? Payment value	169.84 inc	582.00 inc VAT	£144.00	£60	£8.71	£192.06
Does the bank statement value match amount approved? Statement value						
Is it within 30 days? Timely payment	Paid on ordering (Amazon)	Y	Y	Y	Y	Y
Has the VAT been recorded accurately in the accounts? VAT recorded	**	Y	Y	Y	Y	N/A
Has a lawful power been identified? S137 recorded in ledger						
Notes/ recommendations	** Ordered via personal Amazon account paid by P&S PC * Spend and decision to be ratified retrospectively.	* December meeting closed due to behaviour of attendees				

Year End Process		Y/N	Comments & recommendations	Risk		
				Low	Med	High
98	Accounting method correctly applied <ul style="list-style-type: none"> Income and expenditure – <i>mandatory over £200k for 3 years</i> Receipts and payments 	Y	Receipts and payments	X		
99	Bank statement opening and closing balances reconcile to cash book / ledger.	Y		X		
100	Robust audit trail evident	Y				
101	Debtors and Creditors recorded (I&E accounting method only)					
102	Asset register updated for current and previous year balances	Y		X		
103	Borrowing – ensure appropriate DMO approval in place and full year accounting is accurate and checked against balance at 31 st March on DMO website. <i>(TPG5.70)</i> <i>Arrangement fees are treated as administrative expenses in year of receipt.</i>		n/a			
104	Lending <i>-check if any lending has taken place and is accounted for as specified in TPG.</i>		n/a			
105	Explanation of Variances completed in sufficient detail		Yet to be done - send copy			
106	Intermediate audit recommendations implemented		In process (illness delayed)			
107	Annual Accounting Statement rounding applied/adds up					
108	Trust Funds – ensure account filing responsibilities are up to date and not included in AGAR figures		n/a			
109	Previous year 'Restatements' correctly identified	Y				
110	Auditor's recommendations for completion of the Annual Governance Statement <i>(if applicable)</i> and narrative report needed to explain IA Annual Statement's 'No' entries.		n/a			

Appendix: Additional Areas for Audit (Council Specific)

	Allotments	Tested?	Comments & Recommendations	Risk		
				Low	Med	High
A1	Income for allotment rentals balance		N/A			
A2	Fees charged in accordance with approved rates					
A3	Up to date occupancy details kept and securely retained					
A4	Agreements/licences issued to all plot holders					
A5	Other					

	Burials	Tested?	Comments & Recommendations	Risk		
				Low	Med	High
B1	Cemetery accounts balance		N/A			
B2	Fees charged in accordance with approved rates					
B3	All interred ashes have certificates of cremation*					
B4	Permits properly documented and stored*					
B5	Cemetery regulations adopted and up to date					
B6	Registers of burials and purchased graves completed correctly and stored safely*					
B7	Burial certificates issued correctly					
B8	Green slips returned appropriately to Registrar					
B9	Legible cemetery burial plan up to date* <ul style="list-style-type: none"> backed up if appropriate 					
B10	Business rates exemptions correctly applied					

	Charities	Tested?	Comments & Recommendations	Risk		
				Low	Med	High
C1	Accounted for separately		N/A			
C2	Independently audited*					
C3	Returns filed within legal time limits*					

	Buildings and premises	Tested?	Comments & Recommendations	Risk		
				Low	Med	High
Note	<p><i>Premises licence. Fire checks, electrical checks, First Aid, Insurance valuations, PRS, Water checks, Fire alarms, COSHH, gas inspections, Employer liability and PLI, Fidelity. DEC certificate</i></p> <p><i>Use HSE checklist or similar</i></p> <p><i>https://www.hse.gov.uk/voluntary/work-types/village-and-community-halls.htm</i></p> <p><i>Is the ownership /lease title registered with Land Registry?</i></p>	Y	Pavilion is closed - waiting for land to be registered. Previous councillor lost deeds.			

Cb1						
Cb2						
Cb3						

	Markets	Tested?	Comments & Recommendations	Risk		
				Low	Med	High
M1	Income for stall hire balances					
M2	Fees charged in accordance with approved rates					
M3	Up to date occupancy details kept and securely retained					
M4	Statutory records kept / stored safely					
M5	Agreements/licences issued to all stall holders					
M6	Other					

	Other	Tested?	Comments & Recommendations	Risk		
				Low	Med	High
O1						
O2						
O3						

Endnotes

High and medium risk items may lead to the internal auditor stating that the Council does not comply with one or more assertions on the AGAR form at the end of the financial year.

ⁱ **High risk** – these items should be dealt with as a **high priority** because they may affect one or more of the following – statutory and must be done, high financial risk which could reveal the council to losses, not compliant with Proper Practices in the Practitioners’ Guide, high risk of reputational damage, failure to comply may lead to penalties, prosecution or legal action.

Medium risk – these items need to be improved to meet one or more of the following - statutory requirements, support internal control, reduce the risk of financial loss and reputational damage, improve governance, improve compliance with proper practices in the Practitioners’ Guide, and to improve procedures that should be in place.

Low risk – these items are usually **best practice** to improve governance, internal control, transparency, efficiency and effectiveness.

*-Asterisked items are statutory requirements and should be in place where applicable.