

Derbyshire ALC Internal audit checklist 2024/25

To be completed by clerk prior to audit:

Name of Council		Elmton with Creswell Parish Council	
Website address		www.elmtonwithcreswellparish.org.uk	
Type of audit Please select		(Year End)	
Clerk name:		Email: info@elmtonwithcreswellparish.org.uk	Email: info@elmtonwithcreswellparish.org.uk
RFO (if different) name:		Email: N/A	Email: N/A
Chair		Email: amanda.davis20@outlook.com	Email: amanda.davis20@outlook.com
Electorate (check with DALC if unsure)	4668	Total number of seats	11
Quorum	4	Number of councillor vacancies	0
Precept Demand 2024/25	£ 555,820	Gross budgeted Income	*Budget was not set in the last financial year
Date of most recent audit	20/06/2024	Date of next audit (agreed with IA)	

Hyperlink to, or attach: - Provide links or attach the required governance and operational documents	Hyperlink:	IA notes:
a) Financial Regulations	https://www.elmtonwithcreswellparish.org.uk/wp-content/uploads/2022/03/Finance-Regs-updatedFeb2022.pdf	
b) Standing Orders:	https://www.elmtonwithcreswellparish.org.uk/wp-content/uploads/2022/01/Standing-orders.pdf	
c) Code of Conduct:	https://www.elmtonwithcreswellparish.org.uk/wp-content/uploads/2025/04/CODE-OF-CONDUCT-CLLRS.docx	
d) Risk Management Policy:	https://www.elmtonwithcreswellparish.org.uk/wp-content/uploads/2025/04/Financial-Risk-Management-doc.docx	
e) Agendas and Minutes (and specify which relates to annual budget and precept request):	https://www.elmtonwithcreswellparish.org.uk/our-history/meeting-minutes/	
f) Asset register:	https://www.elmtonwithcreswellparish.org.uk/wp-content/uploads/2025/04/Asset-Register-March-2024.docx	
g) Notice of exercise of public rights for previous year	https://www.elmtonwithcreswellparish.org.uk/accounts/	
h) AGAR documents for last year	https://www.elmtonwithcreswellparish.org.uk/accounts/	
i) Full internal auditor report	https://www.elmtonwithcreswellparish.org.uk/wp-content/uploads/2025/04/AUDIT1.24.doc	
j) Terms of Reference for committees/ working groups	N/A	
k) Policies including grievance and disciplinary/ complaints/ GDPR/ co-option/ Equality/ Training/ H&S/ Resilience or emergency planning	https://www.elmtonwithcreswellparish.org.uk/policies/	

l) Insurance cover	Attached	
m) employment contracts (one record needed)	Attached	
n) publication scheme	https://www.elmtonwithcreswellparish.org.uk/wp-content/uploads/2025/04/Publication-scheme.pdf	
o) If relevant, minutes recording General Power of Competence	Unknown	
p) Declarations of acceptance of office for councillors and Chair	Cant find	
q) Scheme of delegation if separate to Fin Regs and SO	N/A	
r) If relevant, CiLCA qualification certificate	N/a	
s) Registration with pension provider	Nest	
t) If relevant, Charity information including charity registration number and governing document, bank account records, audit report.	N/a	
At end of year:	At end of year:	
u) accounting records showing bank statements and reconciliation, authorisation of payments and checking procedures		
v) Records of any council credit or debit cards		

w) Petty cash records	Scribe Login: Email: *please provide email address Password: DALC@ewcp24!	
x) Record of bank signatories	Cllr. E. Glassey Cllr. K. Gilfilan Cllr. D. McGregor	
Note that the IA will request record trail on a sample of records		

Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation /Evidence	Must Do	Should Do	Could Do
A. Accounting Records and Council Minutes	Confirm that proper accounting records are maintained and that council decisions are accurately recorded.	A1. Verify adequacy of the accounting system (manual or electronic) for generating statements and performing bank reconciliations.	Y	YE Audit	Scribe accounts software used with Accounting support			
		A2. Ensure records are accurate, up-to-date, and well-maintained.	Y	YE Audit	The Locum Clerk advises that there are missing records and information but he is satisfied that there has been no criminal activity			
		A3. Confirm that Council Minutes are complete, signed, and initialled. And power to spend noted, if relevant.	Y	Mid-Term Audit/YE Audit	Since the Locum Clerk has been in post minutes have been signed and initialled			
		A4. GPoC eligibility and adoption correct	N	Mid-Term Audit	It is assumed that the Council does not have the General Power of Competence			

Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
B. Compliance with Financial Regulations	Validate compliance with financial regulations, proper authorisation of payments, and accurate VAT handling.	B1. Confirm existence and regular review of Financial Regulations and Standing Orders, tailored to the council.	Y	Mid-Term Audit	From information on the Councils website the Standing Orders were due to be reviewed at the June 2024 Council meeting. I cant see that this happened. Financial Regulations were last agreed in February 2022 m112. The Council should review both the Standing Orders and Financial Regulations and add the review dates to the documents on the Councils website		X	
		B2. Ensure compliance with Public Contracts Regulations for contracts over £30,000.	N	YE/Aud	Due to poor record keeping it has not be possible to verify this			
		B3. Verify alignment of tender thresholds in Standing Orders and Financial Regulations.	N	Mid-Term Audit	This should be reviewed to ensure that the Standing Orders and Financial Regulations align		X	

		B4. Confirm invoice verification, order compliance with regulations, council approval, and dual authorisation for payment.	Y	YE/Audit	The Locum Clerk advised that all payments are made electronically now with the Clerk uploading payments and a designated Councillor signing them off on the banking system			
		B5. Validate debit/credit card limits, usage, and security controls.	Y	YE/Audit	The Council does not have any credit cards. The Virgin Account has debit cards issued to Councillors who have no knowledge of this. It would be prudent to cancel the cards.		X	
		B6. Check S137 expenditure within limits	Y	YE/Audit	There has been no S137 expenditure in the year.			

Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
C. Risk Management and Insurance Review	Ensure that significant risks are assessed, managed, and adequate insurance coverage exists	C1. Verify formal minuting of a risk review.	N	Mid-Term Audit	The Risk Management Plan on the Councils website is dated March 2019. I cant not see in the minutes that this has been reviewed by the Council in the 2024/25 financial year. This should be reviewed and I would suggest at least a quarterly basis and possibly more frequently given the Councils current position	X		
		C2. Confirm existence and review of a Risk Register/Policy.	Y		A Risk Assessment is in place but needs to be updated to take account of the Councils current financial position and exposure	X		
		C3. Ensure insurance coverage meets current needs, including fidelity cover, and protects public assets.	Y		Insurance in place with Hiscox			

		C4. Confirm routine inspection procedures for play areas, open spaces, trees, and sports facilities.	Y		The Locum Clerk advised that wardens undertake weekly inspections and that there is an annual independent inspection. I would suggest that the wardens attend one of the DALC playground inspection courses			X
		C5. Back up of files adequate and storage of council data appropriate/adequate.	Y		Data is backed up to the cloud and a USB drive			

Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
D. Budgetary Process and Reserves	Confirm that budgeting is robust, reserves are appropriate, and expenditure aligns with the budget.	D1. Verify budget preparation and council adoption of precept, ensuring compliance with deadlines.	N	Mid-Term Audit	The Council failed to prepare a budget in the financial year. I can not find a minute where the Council agreed the Precept amount	X		
		D2. Confirm regular budget monitoring and reporting of variances.	N	Mid-Term Audit	The Council had no budget in place to monitor. There should be a monthly monitoring of the budget regime put in place and variances of over 15% should be reported to the Council.	X		
		D3. Review Earmarked Reserves and assess adequacy of the General Reserve.	Y	Mid-Term Audit	The Locum Clerk advised that the Council should be able to meet the reserve requirement at the year end			

Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
E. Income Receipt and VAT Compliance	Confirm income is fully received, accurately recorded, and VAT is appropriately handled.	E1. Verify precept receipt matches council and government records	Y	Mid-Term Audit	VAT is reclaimed through the Scribe accounting system under Making Tax Digital. However, three deadlines have been missed and a penalty has been incurred by the Council as a result of this. Scribe have confirmed that all VAT has been handled appropriately.			
		E2. Confirm VAT claims are accurate and formal fee schedules exist.		YE. Audit				
		E3. Verify that income is promptly banked.	N	Mid-Term Audit	Cash has historically not been banked and used to purchase items and pay staff wages. Cash received should be banked and separate payments made for purchases so that income and expenditure are clear in the accounts.	X		

		E4. Ensure robust debt collection and oversight on investments over £100,000.	N	Mid-Term Audit	There is an outstanding debt of £24,000 for room hire which needs to be addressed as a matter of urgency and if needed a debt repayment plan put in place.	X		
Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
F. Petty Cash Management	Ensure petty cash is properly controlled, supported by receipts, and reconciled.	F1. Verify a formal petty cash recording system is in place.	N	Mid-Term Audit	Petty Cash has been used inappropriately throughout the year.	X		
		F2. Confirm that balances are regularly reconciled.	N	Mid-Term Audit	There appears to have been no system to reconcile petty cash			
		F3. Ensure transactions are for appropriate and minor expenditures.	N	Mid-Term Audit	If petty cash continues to be used it should be for minor expenditure only and accounted for appropriately			

Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
G. Payroll and Staff Compensation	Confirm that payroll complies with employment contracts, statutory requirements, and tax obligations.	G1. Verify HMRC registration	Y	Mid-Term Audit	The Council are registered with HMRC for VAT purposes	X		
		G2. Up to date employment contracts (up to date terms and conditions/ issued on commencement of work).	N	Mid-Term Audit	All permanent members of staff now have contracts of employment. The zero hours staff need to be issued with contracts of employment.			
		G3. Confirm correct salary calculations and payroll software usage.	Y	Mid-Term Audit	The payroll is outsourced to Bolsover District Council.			
		G4 Check signed up to pension provider	Y	Mid-Term Audit	Pension provider is NEST and I can see that contributions were paid in the financial year			
		G5. Check timely pension contributions and appropriate member allowances.	Y	Mid-Term Audit				

		G6. Up to date HR policies and procedures (including Equality, DSE and other relevant H&S policies)	N	Mid-Term Audit	The Council have a Disciplinary Policy on the Councils website but I can not see a Grievance Policy, I can not see a Health and Safety Policy I can not see that any of the Policies have been reviewed in the financial year and a review should take place	X		
		G7. Annual appraisals undertaken	N		The Council should look to undertake annual staff appraisals once permanent staff are in post	X		
Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
H. Asset and Investment Management	Verify that assets and investments are recorded, valued, and properly maintained	H1. Confirm maintenance of an updated asset register with documented additions/disposals.	N	Mid-Term Audit	The Council has a published Asset Register but there are no values/insurance values which need to be added. For land and building assets the Council need to publish a unique property reference, name and address of the asset, map reference (some Councils use 'What 3 Words'), if the asset is freehold or leasehold	X		

		H2. Ensure regular physical asset verification.	N	Mid-Term Audit	and if the asset is land only or land with a permanent building A procedure need to be put in place	X		
		H3. Align the asset register with insurance schedules.	N	Mid-Term Audit	This should be reviewed by the Council when they agree the annual Insurance and minuted	X		
		H4. Ensure long-term investments follow an Investment Strategy.	N	Mid-Term Audit				
Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
I. Bank Reconciliations	Ensure that periodic bank reconciliations are accurate, documented, and independently reviewed.	I1. Verify regular preparation and independent review of reconciliations I2. Check year-end reconciliation accuracy.	Y	YE. Audit YE. Audit	Since the Locum Clerk has been in post Scribe have provided reconciliations which have been provided to members.			

		I3. Confirm procedures for cash floats and deposits	Y	YE. Audit	A documented procedure needs to be put in place.	X		
Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
J. Accuracy of Accounting Statements	Ensure that the council's accounting statements are accurate and	J1. Confirm the accuracy of annual statements and agreement of precept and receipts. J2. Verify proper classification of expenditures. J3. Check year-end bank and asset register values		YE. Audit				
Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
K. Exemption from Limited Assurance Review	Confirm eligibility and procedural compliance if exempted from limited	K1. Verify eligibility criteria for exemption. K2. Ensure formal exemption approval is documented.	N / A	YE. Audit YE. Audit				

	assurance review.	K3. Confirm compliance with publication deadlines.		YE. Audit				
Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
L. Compliance with Transparency Code	Ensure compliance with transparency requirements, making council information publicly accessible.	L1. Confirm that all required transparency information (expenditure (over £100), governance statements, councillor responsibilities published on website, draft minutes published within a month, and public asset locations) is published. For larger councils, data on important issues, senior staff salaries, procurement over £5K.	N	Mid-Term Audit & YE Audit	Minutes are published on the Council website within a month of the meeting taking place. A schedule of accounts for payment is not published with the minutes and this should be added to the minutes together with reporting of the Councils bank balances as a requirement of the Local Government Transparency Code. The Council should agree annually a list of payments to be made by standing order and direct debit together with amounts of the payments. The following items of expenditure exceeding £500	X		

					should be published – individual invoices, items on cards, grants and grant payments, expense payments, payments for goods and services, rent and transactions with other public bodies. For each item of expenditure the following information should be published – date, beneficiary, purpose, amount, VAT that cannot be recovered and purpose. The Council should publish details of every invitation to tender to provide goods and services with a value exceeding £5,000. Details of any contract commissioned activity, purchase order, framework agreement or any legally enforceable agreement with a value that exceeds £5,000 The Council should look to put a Procurement Policy in place			
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					Details of any S137 grants made should be published with date, beneficiary, purpose and amount. Details of Councillors responsibilities should be published on the Councils website			
Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
M. Exercise of Public Rights	Confirm that the council allowed for public review of financial records in compliance with regulations	M1. Verify public notice of exercise of rights.	N	Mid-Term Audit	This has not been published on the Councils website	X		
		M2. Check compliance with timing requirements.	N	Mid-Term Audit	I can not confirm compliance			
		M3. Confirm record in minutes.	Y	Mid-Term Audit	The Council minutes of the Council meeting in June 2024 confirm that the Council agreed the two parts of the AGAR			

N. AGAR Publication Compliance	Confirm the publication of the Annual Governance and Accountability Return (AGAR) as required.	N1. Verify publication of the Annual Governance Statement by 1 st July	N	Mid-Term Audit	None of this information has been published on the Councils website for the year 2024/25. Previous years have been published	X		
		N2. Check the publication of Accounting Statements.	N	Mid-Term Audit		X		
		N3. Confirm publication of External Auditor report and Notice of Conclusion of Audit by end September.	N	Mid-Term Audit		X		
Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
O. Trust Funds Compliance (If Applicable)		O1. Confirm registration with the Charity Commission. O2. Ensure council-level (not individual) trusteeship.	N / A	Mid-Term Audit & YE Audit Mid-Term Audit & YE Audit				

		O3. Verify compliance with reporting requirements.		Mid-Term Audit & YE Audit				
		O4. Confirm separate accounting and auditing for trust funds.		Mid-Term Audit & YE Audit				
Audit Area	Objective	Tests	Y / N	Audit Phase	Documentation/Evidence	Must Do	Should Do	Could Do
P. Key Governance Review	Evaluate the effectiveness of governance arrangements, including policies and procedures.	P1. Ensure SO, Fin Regs, Code of Conduct, Terms of Reference for committees are up to date and tailored to the council.	Y	Mid-Term Audit	The Council have a number of sub committees and Terms of Reference have been drawn up for each sub committee			
		P2. Confirm that procedures for decision-making are documented and followed (including co-option).	N	Mid-Term Audit	It is difficult to understand decision making from the minutes and a more robust procedure of reporting should be put in place	X		
		P3. Check proper training and awareness of	N	Mid-Term Audit	The Council need to adopt a Training Policy.	X		

		governance roles among council members.			Council members need to be fully aware of their governance roles specific to being a Parish Councillor together with the distinct differences in the roles of elected members and staff.			
		P4. Contact details of council online, links to members' interests and complaints policy available.	Y		Details of how to contact the Council and individual Councillors are available online. There is a link to the Register of Interests for each Councillor which is published on the District Council website			
		P5. Website accessibility statement online	Y					
		P6. Publication scheme online	N		I could not find the Councils registration with the ICO following a search of the ICO site	X		
		P7. Last 5 years of annual returns available online	N		No Annual Return on the website for 2024/25	X		

		P8. Check GDPR policies in place	Y		Data Protection Policy and GDPR Policy in place			
		P9. Declarations of acceptance of office for cllrs and Chair	N		The Locum Clerk is unable to confirm that Declarations of Acceptance of Office are in place for Councillors and the Chair	X		

Check number	1	2	3	4	5	6
Name of Company						
Ledger date						
Item / budget heading						
Reference / Cheque number						
Order minute reference						
Delivery evidence						
Payment minute reference						
Invoice value						
Minute value						
Payment value						
Statement value						
Timely payment						
VAT recorded						
S137 recorded in ledger						
S137 minuted						
Notes						

Appendix: additional areas for audit

	Allotments	Y/N	Comments & recommendations	Must do	Should do	Could do
A1	Income for allotment rentals balance	N/A				
A2	Fees charged in accordance with approved rates	N/A				
A3	Up to date occupancy details kept and securely retained	N/A				
A4	Agreements/licences issued to all plot holders					
A5	Other	Y	Elmton with Creswell Parish Council oversees several allotment sites within the parish, providing residents with opportunities to engage in gardening and community activities. The allotments are managed in collaboration with the Allotment Association, ensuring adherence to established rules and regulations.			

	Burials	Y/N	Comments & recommendations	Must do	Should do	Could do
B1	Cemetery accounts balance	Y	The Cemetery Accounts are included in the Councils Accounts			
B2	Fees charged in accordance with approved rates	Y	Fees are paid to the Council by the Cemetery Manager as agreed			
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					

	Charities	Y/N	Comments & recommendations	Must do	Should do	Could do
C1	Accounted for separately	N/A				
C2	Independently audited	N/A				
C3	Returns filed within legal time limits	N/A				

	Markets	Y/N	Comments & recommendations	Must do	Should do	Could do
M1	Income for stall hire balances	N/A				
M2	Fees charged in accordance with approved rates	N/A				
M3	Up to date occupancy details kept and securely retained	N/A				
M4	Statutory records kept / stored safely	N/A				
M5	Agreements/licences issued to all stall holders	N/A				
M6	Other	N/A				

	Other	Y/N	Comments & recommendations	Must do	Should do	Could do
O1						
O2						
O3						