South Killingholme Parish Council

Annual Governance and Accountability Internal Audit Report 2025/26

Findings & Recommendations:

- The Council now has ".gov.uk" email address
- Amend the Data Protection Policy on the website as the NALC Legal Topic Note 38 is uploaded, not a policy – This is outstanding from last years Audit
- For transparency the budget is now published on the website
- The Council has reviewed and updated its Standing Orders and Financial Regulations using the new Model documents following the last audit
- As per the LGA1972, and following Standing Orders, the appointment of the Chairman should be the first agenda item at the Annual Council Meeting – this was raised last year
- Policies have been updated by the Council and put on the website, some of these documents need dating
- The Cash Book presented to me gives the year end bank balance as £26417.62, however the Accounting Statement and Bank Reconciliation claims a bank balance of £25237.61. It is concerning that there is £1180.01 discrepancy and should be investigated immediately, as at the time of writing the report I do not understand the difference.
- For transparency put more information in the minutes
  e.g. Who/What are KCB, what are the fees in relation to?

  2506/9 Financial matters:
  VII KCB legal fees
  Proposed: Cllr Haigh, Seconded: Cllr k Hesketh
  Resolved: £774 to be transferred to pay for KCB's legal fees – unanimous

Also, in the minutes of 4/8/25, Cllr Haigh declares a pecuniary interest for item 08/8 and yet there is nothing minuted for 08/8.

- North Lincolnshire Council's website is not up to date with the correct Councillor details and therefore the Declarations of Interest are not visible to the public, this needs addressing as soon as possible

- For transparency, consider adding the list of the payments that Council approves into the minutes

- The Council website does not meet the requirement to meet Assertion 10 of the AGAR, the statement on the website says *"we cannot guarantee that it meets the WCAG 2.1 Level AA requirements*", which is the lower level. Council should look to get this standard.

Website accessibility — the council website must meet WCAG 2.2 AA standards (a legal requirement for public sector bodies under the Public Sector Bodies Accessibility Regulations 2018)

Andy Hopkins PSLCC PIALC

Internal Auditor

24/05/2026

Item	Check	Notes/Findings
Minutes and Agendas	That they are kept correctly, numbered, initialled and signed by Chairman etc. as well as Committee meetings and that meetings are called lawfully.	Council meetings have been called correctly Agendas and Minutes are uploaded to the website. As per the LGA1972, and following Standing Orders, the appointment of the Chairman should be the first agenda item at the Annual Council Meeting. Council Minutes are signed off at the next meeting. Extra details should be added to minutes to make decisions clear, see recommendations
Purchase Invoices	Kept and VAT invoices where appropriate and marked with cheque numbers for reference.	Correct.
VAT	Where applicable correctly recorded and reclaimed for previous year.	VAT returns have been reclaimed for the years 21/22, 22/23, 23/24.
Sales Invoices	Produced timely and correctly and supported by appropriate paperwork such as diaries/emails etc.	Card reader has been purchased that will improve reporting.
Credit Control/Debts	That any sales invoices are credit controlled and payments chased.	A Debt Control Policy was adopted last year.
Receipts and Payments	That payments are made properly by cheque/BACS/DD/SO and properly recorded and that receipts are also made	Payments required are reported to each meeting for approval.

	properly and properly recorded and supported by paperwork trail.	
Staffing/Personnel	That staff have appropriate contracts and procedures are in place for personnel management.	A Personnel Committee is in place.
Payroll	That appropriate payroll system is in place and supporting information for pay rates/salary levels etc.	Payments are being made with the use of a payroll system. All staff are now set up on payroll to comply with HMRC requirement
Governance	That Standing Orders/Finance Regs/Insurance and all other policy documents are in place and that they are reviewed at least annually.	The Council has reviewed its Standing Orders and Financial Regulations as there are new Model documents. The Data Protection Policy on the website needs updating as the NALC LTN38 has been uploaded, not a policy. Policies have been reviewed, but some need dating. The Asset Register was reviewed.
Cash handling	That all cash handled is subject to audit/security trail and this is adhered to.	There is no petty cash now as the bar at the Village Hall has closed
Budgets and Monitoring	That a budget is in place and adhered to, with monitoring.	Budget setting has been evidenced and reviewed at regular intervals.
Accounting/Finance	That at least quarterly account reconciliations are in place and presented to Council.	Reconciliations are completed and then reported to the next meeting. Discrepancy with year end bank balance, see report.
Accountability	That Councillors sign cheque book stubs, initial	Payments are approved at Council

	and sign finance information presented and are presented with information to allow accountability.	A debit card is now in place for purchases
Audit	That internal audit is carried out with report presented to Council and that external audit paperwork is correctly completed and presented to Council and followed up with any appropriate actions.	The Annual Governance Statements and the Notice of Exercise of Public Rights 2023/24 were publicised in accordance with the requirements of the Accounts and Audit Regulations 2015. The Internal Audit recommendations were reported to Council.
Transparency		The budget on the website. Consider adding the list of the payments that Council approves into the minutes.
Precept and grants	That precept level is officially set and communicated to local authority and correctly received.	The budget and precept were agreed at the December meeting.
Section 137	That it is separately recorded, and cap adhered to.	No S137 payments were recorded this year.
Assertion 10		The Council has a ".gov.uk" website. Council emails are now ".gov.uk". Website accessibility standard does not meet the legal requirement The Council has a Data Protection and Document Retention policy. The Council has adopted an IT Policy