

	goods/services delivery and approval for payment		councillor with full access just in case anything happens to RFO
2.8	Check that there is effective segregation between the writing of cheques and or setting up of online payments and physical release of payments	Yes	Online
2.9	List of member interests held?	Yes	On website
2.10	Agendas signed, informative and displayed with 3 clear days' notice? Local Government Act 1972, Schedule 12 Part 2, paragraph 10, sub paragraph 2. APM 7 clear days LGA 1972, Sch 12, para 15.	Yes	

3. Payment Controls		Comments	
3.1	Is there supporting paperwork for payments with appropriate authorisation (two signatories) (Full Council Approval)?	Yes	RFO and 1 other
3.2	Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements	Yes	
3.3	Has the Council adopted the General Power of Competence (GPC) and is there evidence this is being applied correctly? (At least 2/3 elected members and a qualified Clerk (CilCA or higher) resolved at the Annual Council meeting after an election)	No	Deferred CilCA until September 26
3.4	S137 separately recorded and within limits?	Yes	
3.5	S137 expenditure of direct benefit to electorate?	Yes	
3.5	S137 expenditure minuted?	Yes	
3.6	Where applicable, are payments of interest and principal sums in respect of loans paid in accordance with agreements?	N/a	
3.7	Where debit/credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over	Yes	Prepaid card. No automation on top up of card. In line with Financial regs - £500 limit

	physical security and usage of the cards are in place.		
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4. Risk Management		Comments	
4.1	Does scan of minutes reveal any unusual activity?	No	Nothing stands out
4.2	Annual risk assessment carried out at least annually?	Yes	
4.3	Insurance cover appropriate and adequate – employment, public liability and fidelity guarantee and has been reviewed on an annual basis?	Yes	
4.5	Internal financial controls documented and evidenced?	Yes	
4.6	Evidence that a review of the effectiveness of internal audit was conducted during the year, including consideration of the independence and competence of the internal auditor prior to their appointment	Yes	EMAS are independent
4.7	Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members that they have received the appropriate training and accreditation	Yes	Play park – weekly from handy man (monthly report), quarterly rospa approved contractor, annual LDC

5. Budget		Comments	
5.1	Annual budget has been properly prepared before the budget is set and agreed at Full Council.	Yes	December 2025
5.2	Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts .	Yes	Paid 17 th April 2026
5.3	Precept amount has been agreed at Full Council and clearly minuted	Yes	
5.4	Reserves held – general and earmarked Reserve Policy held?	Yes	Lots of reserves, with a list seen of what it is for

5.5	Regular reporting of expenditure and variances from budget?	Yes	
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6. Income Controls		Comments	
6.1	Is income properly recorded and promptly banked?	Yes	
6.2	Is income reported to Full Council?	Yes	
6.3	Does the precept record agree to the Council Tax Authority's notification?	Yes	
6.4	Review of 'aged debtors' listings to ensure appropriate follow up action is in place.	N/a	None
6.5	Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored.	N/a	
6.6	Burials: ensure that a formal burial register is maintained, that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)	N/a	
6.7	Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.	N/a	
6.8	Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.	Yes	

7. Petty Cash		Comments	
7.1	Is petty cash in operation?	No	
7.2	If appropriate, is there an adequate control system in place?	N/a	

7.3	Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc).	N/a	
7.4	Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held.	N/a	
7.5	Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held.	N/a	
7.6	Ensure that VAT is identified wherever incurred and appropriate	N/a	
7.7	Physically check the petty cash and other cash floats held.	N/a	
7.8	Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total	N/a	

8. Payroll – Staff		Comments	
8.1	Ensure that, for all staff , a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.	Yes	Seen Claires
8.2	Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability.	Yes	
8.3	Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours.	Yes	

8.4	Ensure that appropriate tax codes are being applied to each employee.	Yes	
8.5	Where free or paid for software is used, ensure that it is up to date.	Yes	External company completed the payroll
8.6	For the test sample of employees, ensure that tax is calculated appropriately.	Yes	
8.7	Check the correct treatment of Pension contributions	Yes	
8.8	Ensure that the correct employers' pension percentage contribution is being applied.	Yes	
8.9	For NI, ensure that the correct deduction and employer's contributions are applied: NB. the employers allowance is not available to councils but may be used by other authorities	Yes	
8.10	Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies	Yes	
8.11	Has council approved salary paid?	Yes	Monthly meetings
8.12	Have pension re-declaration duties been carried out?	Yes	
8.13	Other payments reasonable and approved by council?	Yes	
8.14	Minimum wage paid?	Yes	

9. Asset Control		Comments	
9.1	Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets.	Yes	Seen
9.2	Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement/ insured	Yes	

	cost, the latter being updated annually and used to assist in forward planning for asset replacement.		
9.3	Additions and disposals records should allow tracking from the prior year to the current.	Yes	
9.4	Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any changes.	Yes	
9.5	Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority.	Yes	
9.6	Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.	N/a	
Fixed asset investments:			
9.7	Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “ Investment Strategy ” and reported as Assets in the AGAR at section 2, line 9.	N/a	

10. Borrowing and Lending		Comments	
10.1	Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired.	N/a	
10.2	Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt.	N/a	
10.3	Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5.	N/a	
10.4	Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and	N/a	

	verification provided to the IA by the clerk/RFO).		
10.5	Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.	N/a	

11. Bank Reconciliations		Comments	
11.1	Is there a bank reconciliation for each account?	Yes	
11.2	Reconciliation carried out on receipt of statement?	Yes	
11.3	Do the individual bank balances agree with the bank statements as at 31 March?	Yes	
11.4	Is there regular reporting of bank balances at Council meetings?	Yes	

12. Year End Procedures		Comments	
12.1	Has the appropriate end of year AGAR documents been completed?	Yes	
12.2	<p>Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year. Consequently, IAs should:</p> <ul style="list-style-type: none"> ● Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein. ● Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end. 	N/a	

12.3	IAs should ensure that, all relevant criteria are met (receipts and payments each totalled less than £25,000) <ul style="list-style-type: none"> ● the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline. ● that it has been published, together with all required information on the Authority’s website and noticeboard. 	Yes	
12.4	IAs should review the Authority’s website ensuring that all required documentation is published in accordance with the relevant legislation.	Yes	
12.5	IAs should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the Authority’s records are available for public inspection . IAs may also check whether authorities have minuted the relevant dates at the same time as approving the AGAR.	Yes	
12.6	IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year’s AGAR have been met as detailed on the front page of the current year’s AGAR.	Yes	No extra requirements
12.7	Roll forward of the prior year cashbook balances to the new financial year	Yes	All on scribe
12.8	Sample Financial Transactions in cashbooks to bank statements (Appendix 1)	Yes	

13. Internal Audit		Comments	
13.1	Has the Council considered the previous internal audit report?	Yes	
13.2	Has appropriate action been taken regarding the recommendations raised?	Yes	No points raised

13.3	Has the Council confirmed the appointment of an internal auditor?	Yes	
13.4	Has the letter of engagement been approved by Full Council?	Yes	Signed

14. External Audit		Comments	
14.1	Has the Council considered the previous external audit report?	Yes	
14.2	Has appropriate action been taken regarding the comments raised?	Yes	No points raised
15. Other Information		Comments	
15.1	Was the annual meeting held in accordance with legislation? (First item of business – appoint Chair) (Annual Council meeting to be held in May)	Yes	
15.2	Is there evidence that Minutes (Full Council and all Committees) are administered in accordance with legislation? (LGA 1972 schedule 12 Para 41(1) and 44 – Unapproved minutes of the meeting should be formally approved (with any necessary amendments) at the next meeting. The Chair is given formal approval to sign the minutes)	Yes	
15.3	Is there a list of members interests held?	Yes	On website
15.4	Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements. that the council is the sole trustee on the Charity Commission register . that the council is acting in accordance with the Trust deed . that the Charity meetings and accounts are recorded separately from those of the council. review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiners report.	N/a	
15.5	Has the Transparency code been correctly applied, and information	Yes	

	published in accordance with current legislation?		
15.6	Has the Council registered with the Information Commissioners Office (ICO)?	Yes	
15.7	Is the Council compliant with the General Data Protection requirements?	Yes	Reviewed January 2026
15.8	Has the Council published a website accessibility statement on their website in line with Regulations?	Yes	
15.9	Does the Council have official email addresses/ for correspondence owned and paid for by Council?	Yes	
15.10	Is the Council website meeting WCAG2.2AA (Website accessibility guidelines)?	Yes	Updated
15.11	Has the Council updated their website accessibility statement?	Yes	
15.12	Does the Council have an up-to-date IT Policy?	Yes	February 2026
15.13	Is there evidence that electronic files are backed up?	Yes	Microsoft 365
15.14	Do the terms of reference exist for all committee and is there evidence these are regularly reviewed?	Yes	

Annual Return (Page 3)

		Year ending 31 March 2025	Year ending 31 March 2026
		£	£
1	Balances brought forward	263,344	243,973
2	Annual precept	125,401	130,734
3	Total other receipts	59,079	42,434
4	Staff costs	40,196	44,591
5	Loan interest/capital repayments	0	0
6	Total other payments	163,655	109,546
7	Balances carried forward	243,973	263,004
8	Total cash and investments	243,973	263,004
9	Total fixed assets and long-term investments and assets	255,081	262,876
10	Total borrowings	0	0
11	Section 2 annual return figures completed and cross referenced	Yes	Yes

Appendix 1

Payee invoice check	Keelys LLP	JR Landscaping & Grounds Maintenance
Ledger date	31.03.26	20.11.25
Item/Budget heading	Professional Fees	Ground Maintenance
Ref/cheque no.	Online	Online
Payment minute ref	25/141a	25/76a
Invoice value	600.00	2,526.88
Minute value	600.00	2,526.88
Payment value	600.00	2,526.88
Bank Statement value	600.00	2,526.88
Timely payment	Yes	Yes
VAT recorded	Yes (£100)	Yes (£421.15)
S137 recorded	N/A	N/A
S137 minuted	N/A	N/A

Conclusion:

Following the internal audit of Fradley Parish Council for the financial year ending 31 March 2026, I can confirm that the review has been completed in line with the requirements of the *Practitioners' Guide 2026*, issued by the Smaller Authorities Proper Practices Panel (SAPPP). The audit assessed the Council's financial records, governance arrangements, and internal control systems to ensure they reflect proper practice and statutory expectations.

Based on the evidence provided and the documentation examined, the Council has demonstrated sound financial stewardship throughout the year. The systems in place continue to operate effectively, and the controls reviewed were found to be appropriate for the Council's needs.

All relevant elements of the Annual Governance and Accountability Return (AGAR) have been considered as part of this review. No matters have arisen that would suggest the Council has failed to meet its legal or procedural responsibilities during the period under audit.

The Clerk and/or RFO should certify the accounts before the full council approves them.

The Notice for the public inspection period must detail that it is for a single period of 30 working days and must include the first ten days of July (i.e. 03.06 – 14.07 or 01.07- 11.08)

(For Town and Parish Council's)

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Clerk to Fradley Parish Council

INVOICE ZJI/26/96

To: Independent Internal Audit of the 2025/2026 Fradley Parish Council Accounts on
24th April 2026

Audit of Accounts	£100.00
Mileage 40 x .45p	£18.00
Total	£118.00

Preferred payment method is bank transfer details below:
East Midlands Audit Services Ltd
Sort code - 30 99 50 Account No - 54765060
Company No 14533354