

Herefordshire Association of Local Councils (HALC)

Internal Audit Service

INTERNAL AUDIT REPORT

Much Marcle Parish Council 2025/26

1. Introduction

Herefordshire Association of Local Councils (HALC) conducted the Internal Audit review for the year ending 31st March 2026

2. 2024/25 Internal Audit recommendations?

There was no recommendation made.

3. Findings of the Audit

	Scope	Observation	Pass	Rec
3.A	Appropriate accounting records have been properly kept throughout the financial year		Yes	
3.B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.		Yes	
3.C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		Yes	
3.D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		Yes	
3.E	Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for.		Yes	
3.F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.		N/a	
3.G	Salaries to employees and allowances to members		Yes	

	Scope	Observation	Pass	Rec
	were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied			
3.H	Asset and investments registers were complete and accurate and properly maintained.		Yes	
3.I	Periodic and year-end bank account reconciliations were properly carried out.		Yes	
3.J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		Yes	
3.K	IF the authority certified itself as exempt from a limited assurance review in 2024/25 it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>		Yes	
3.L	The Authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with legislation	The Date of meeting was 18-06-25, Notice was dated 02-05-25, with the period running from 03-06-25 to 14-07-25. The period of notice cannot commence before the Annual Governance Statement and the Accounting Statement are approved by the Parish Council, which happened on 18-06-25.	No	R.4.1
3.M	In the year covered by this AGAR the authority correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period were public rights in relation to the 2024/25	The Date of meeting was 18-06-25, Notice was dated 02-05-25, with the period running from 03-06-25 to 14-07-25. The period of notice cannot commence before the Annual Governance Statement and the Accounting Statement are approved by the	No	R.4.1

	Scope	Observation	Pass	Rec
	AGAR evidenced by a notice on the website and /or authority approved minutes confirming the dates set)	Parish Council, which happened on 18-06-25.		
3.N	The authority has complied with the publication requirements for 2024/25 AGAR	The Date of meeting was 18-06-25, Notice was dated 02-05-25, with the period running from 03-06-25 to 14-07-25. The period of notice cannot commence before the Annual Governance Statement and the Accounting Statement are approved by the Parish Council, which happened on 18-06-25.	No	R.4.1
3O	The authority has complied with laws, regulations & proper practices relating to digital and data compliance	Regarding Parish Council emails for Councillors the Parish Council is progressing the matter.	Yes	R.4.2 R.4.3
3.P	Trust funds (including charitable) The council met its responsibility as a trustee		N/a	
3.Q	Annual Return Complete		Yes	

4. Recommendations

- 4.1 The Parish Council should ensure that the period of notice commences after the relevant documents have been approved.
- 4.2 The Parish Council ensure that it has appropriate technical and organisational measures to protect data from breaches,
- 4.3 The Parish Council should include in its future work plan Data Protection Training and the Annual Data Audit.

5. Annual Return- Internal Control Objective

	Objective	Yes	No	Not Covered	Rec No
A	Appropriate accounting records have been properly kept throughout the financial year	√			
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	√			
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	√			
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√			
E	Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for.	√			

	Objective	Yes	No	Not Covered	Rec No
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.	N/a			
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√			
H	Asset and investments registers were complete and accurate and properly maintained.	√			
I	Periodic and year-end bank account reconciliations were properly carried out.				
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	√			
K	If the authority certified itself as exempt from a limited assurance review in 2024/25 it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>	√			
L	The Authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with legislation		√	R.4.1	
M	In the year covered by this AGAR the authority correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024/25 AGAR period were public rights in relation to the 2023/24 AGAR evidenced by a notice on the website and /or authority approved minutes confirming the dates set)		√	R.4.1	
N	The authority has complied with the publication requirements for 2024/25 AGAR		√	R.4.1	
O	The authority has complied with laws, regulations & proper practices relating to digital and data compliance	√			
P	Trust funds (including charitable) The council met its responsibility as a trustee	N/a			

HALC Internal Audit Services
18-05- 2026