



Internal Audit Report.

Council:	Fenton & Torksey Lock Parish Council
Internal Auditor:	Barry Rooks
Year Ending:	31 st March 2026
Date of Report	21.5.26

This internal audit has been conducted in accordance with SAPP Practitioners' Guide - March 2025 - Section 4 'Internal Audit'. It is recommended that a council completes an intermediate mid-year audit which allows any weaknesses in governance and internal controls to be corrected during the financial year and an end-of-financial-year audit.

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and sampling tests undertaken by me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to further audit enquiries being raised and the external auditor issuing a qualified opinion.

Lincolnshire Association of Local Councils
Internal Audit Report.

To the Chair of Fenton & Torksey Lock Parish Council

I have examined council business documents including policies, agendas & minutes, accounting and financial statements and other documents relevant to this internal audit.

I confirm that I am independent of the council, its officers and councillors and its activities and I identified no conflicts of interest to my work with this council to the best of my knowledge.

The results of this internal audit are recorded on the next page and should be read in conjunction with the detailed checklist.

Considering the poor condition of the accounts and general governance that the new clerk inherited she must be highly commended for going over and above to rectify the situation. It is easy to see that an enormous amount of work has been done. Congratulations and thank you for making my job so much easier.

Yours sincerely

Barry Rooks

Internal Auditor

Lincolnshire Association Local Councils

Date: 21.5.26

Area of work checked	Outcome
Implementation of previous auditor recommendations	No previous recommendations
Implementation of previous AGAR weaknesses/ recommendations	Clerk has rectified previous gaps and inconsistencies
Key Governance Review	Tested and checked
Transparency	Tested and checked
Accounting	Tested and checked
Budget	Tested and checked
Income Control	Tested and checked
Bank Reconciliation	Tested and checked
Petty Cash	N/A
Asset Control	Tested and checked
Risk Management	Tested and checked
General Administration	N/A
Proper Process/Practice	Tested and checked
Payroll/HR	Tested and checked
Information and Data Compliance	Tested and checked
Transaction spot checks	Tested and checked
Year-end process	Tested and checked
Allotments	Tested and checked
Cemetery/burials	N/A
Charities	N/A
Community Buildings	N/A
Markets	N/A
Other:	N/A
Other:	N/A

There are a number of check points that the new clerk has begun working on or is due to complete and these are detailed in the checklist.

Key Recommendations

1. Reserves: calculate 3-6 months worth of running costs and work towards building up that reserve amount as a non-budgeted item.
2. When current challenges have been navigated, consider a simple regular site/asset inspection form for clerk/councillors to complete.
3. Add minute reference to income and expenditure items & sequentially number payments for easier referencing
4. Discussions around insurance evident in previous minutes. Clerk to retrospectively include approval of quote and payment.

Recommendations regarding the Annual Governance Statement 2025-26

The requirements to state 'Yes' for each assertion is described in Chapter One Practitioners Guide 2025-26.

Annual Governance Statement Assertion	Internal Auditor comments
<p>Assertion 1 - Financial management and preparation of accounting statements <i>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</i></p>	See checklist comments and relevant recommendations above
<p>Assertion 2 - Internal control <i>We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</i></p>	See checklist comments and relevant recommendations above
<p>Assertion 3 - Compliance with laws, regulations and proper practices <i>We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.</i></p>	See checklist comments and relevant recommendations above
<p>Assertion 4 - Exercise of public rights <i>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</i></p>	See checklist comments and relevant recommendations above
<p>Assertion 5 — Risk management <i>We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required</i></p>	See checklist comments and relevant recommendations above
<p>Assertion 6 — Internal Audit <i>We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</i></p>	See checklist comments and relevant recommendations above
<p>Assertion 7 — Reports from Auditors <i>We took appropriate action on all matters raised in reports from internal and external audit</i></p>	See checklist comments and relevant recommendations above
<p>Assertion 8 — Significant events <i>We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.</i></p>	See checklist comments and relevant recommendations above
<p>Assertion 9 — Trust Funds (local councils only) <i>Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</i></p>	See checklist comments and relevant recommendations above
<p>Assertion 10 - Digital and data compliance <i>We considered and implemented the requirements to protect data and information.</i></p>	See checklist comments and relevant recommendations above

-End of Internal Auditor's Report-