

INTERNAL AUDITOR REPORT

FOTHERBY PARISH COUNCIL

9th April 2026

I have examined the records, financial and administrative, of Fotherby Parish Council for the purpose of end of year 2025 2026 audit and report as follows:

Accounting records (A) (yes)

Accounting records were properly and accurately kept throughout the year, and the Clerk forwarded via email the spread sheet cash book.

Financial Regulations/Standing Orders (B) (yes)

Regulations and Policies were adopted and followed throughout the year

Risks (C) (yes)

All payments are supported by invoices and approved in the minutes, regular reports and updates on financial matters are noted. Regular bank reconciliations reported.

Precept (D) (yes)

The process for setting the precept has been adequately undertaken

Income E (yes)

Income was as anticipated, Clerk forwarded spreadsheet cash book showing income.

Petty Cash (F) (N/C)

There is no petty cash, expenses incurred by the Clerk are reclaimed on receipts.

Salaries (G) (yes)

The Clerk appears to use the Inland Revenue RTI system and, although not the recommended method, the Clerk pays the NI due and reclaims it back from the Council. (see note overleaf)

Assets (H) (yes)

The Assets Register is available and up to date.

Reconciliations (I) (yes)

Regular reports are submitted to Council and regular bank reconciliations undertaken at year end.

Accounting Statements (J) (yes)

These are carried out properly as receipts and payments system.

Exemption 21/22 (K) (yes)

The Authority correctly declared itself exempt in 2024 2025

Information on Website (L) (yes)

Information was clearly and correctly published on the website

Period Exercise Public Rights (M) (yes)

The notice for exercise of public rights was clearly published

Publication Requirements (N) (yes)

The authority complied with the publication

Digital Data (O) No

The Council does not at present comply with this assertion at the current time, however it is intended that the Council will be compliant during 26/27 financial year.

I am pleased to complete the Internal Audit for Fotherby Parish Council for year 2025 2026 with the following general notes on procedures:

The clerk is still paying the tax liability on PAYE for the council. It is noted on the RTPI system Year to Date shows Employers liability for NI as £25.04. On the balance sheet tax/NI is noted as £74.34. This needs clarification. Whilst the Clerk claims back the sum paid for the Council's tax liability, it is not clearly defined on the expense sheet the sum being claimed for Employers NI or PAYE tax. As this is a legal government payment it needs to be clearly shown in the accounts, with a clear audit trail when, where and the amount paid. Currently the system does not show these payments have been made and the Year to Date summary from RTPI system of £25.04 is different to the sum shown on the year end balance sheet of £74.34. A clear audit trail would explain the difference.

It is noted in the minutes 2nd Feb 26 that the Chairman was reporting comments on a planning application and not the Clerk. For planning applications it is advised that the Council makes the decision at its meeting and that decision is recorded in the minutes for transparency. A Planning Policy will allow for comments to be collated by the Clerk for non contentious applications received and requiring comments between meetings.

With those two comments I am pleased to sign the internal audit and thank the Clerk for providing the information required.

J. Cooper BSc

9th April 2026