

## Narrative Internal Audit Report

to be read in conjunction with the Annual Internal Audit Report in the  
Annual Governance and Accountability Return 2025 - 2026

Name of Authority:	Oakthorpe, Donisthorpe and Acresford Parish Council		
Name of Internal Auditor:	Catherine Camp	Year ending:	31 March 2026
Date audit carried out:	13 <sup>th</sup> May 2026	Date of report:	13 <sup>th</sup> May 2026

As internal auditor, I confirm that I am independent of your authority and competent as required by the Smaller Authorities Proper Practices Panel (SAPPP) *Practitioners Guide*. I confirm that I have no connection with your authority that will conflict with my role as internal auditor and that I am not involved in any aspect of decision-making, management or control of your authority.

Internal audit is the periodic independent review of an authority's internal controls. This should result in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the authority's internal controls should be a day-to-day function 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 an authority to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The proper practices referred to in the [Local Audit and Accountability Act 2014](#) and [Accounts and Audit Regulations 2015](#) are set out in the *Practitioners Guide*. This is a guide to the accounting practices to be followed by local councils which sets out the appropriate standard of financial reporting to be followed.

- Section 4.11 of the *Practitioners' Guide* asserts that the personal, financial and professional independence of the appointed person or firm should be reviewed every year.
- Section 4.16 requires that authorities should carry out a review of the effectiveness of their overall internal audit arrangements, at least once each year.
- In addition, section 1.38 specifies that the authority is required to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.

Failure to take appropriate action may lead to a qualified audit opinion.

This report is addressed to your chair for circulation to all members. It should be considered in a meeting of the full council or parish meeting.



## To the Chair of Oakthorpe, Donisthorpe and Acresford Parish Council

I met with Kelly Grove (Parish Manager and Responsible Financial Officer) on 13<sup>th</sup> May 2025 to carry out an Internal Audit for Oakthorpe, Donisthorpe and Acresford Parish Council.

Sue Beirne, Burials Clerk for the Joint Burial Board managing a joint cemetery used by Ashby Woulds Town Council and Oakthorpe, Donisthorpe and Acresford parish council, joined the zoom video-conferencing call. The Internal Audit was carried out through email exchange with the Parish Manager, followed by examination of the Parish Council website to view Agendas, Minutes and policy documents. A face to face video conferencing call was held to complete the Audit.

I would like to thank both Kelly and Sue for their time and help in providing the necessary information to allow me to satisfy my queries and allow me to sign off the Annual Internal Audit Report.

I initially examined the website to check that last years Audit documentation was posted on the parish website and that the Audit Reports had been presented to the council and actioned.

I note that the External Auditor reported that "As notice of Public Rights was announced and commenced prior to the approval of the Annual Governance and Accountability Return they would be expecting a "No" response to control objective M on the AIAR for 2025/26." **The External Auditor was incorrect** since the commencement of Public Rights was correctly published as 4<sup>th</sup> June 2025 to 14<sup>th</sup> July 2025, and minuted as such. AGAR 2024/25 s1 Annual Governance Statement was approved on 14<sup>th</sup> May 2025 Minute reference 052519.2(i) and s2 Accounting Statement was approved on 14<sup>th</sup> May 2025 Minute reference 052519.2(ii).

I examined the information relating to the cemetery, which is clearly set out on the website. Following questioning I am satisfied that the Cemetery records are being kept accurately and securely. I am pleased to hear that the Joint Burial Board are going to move to a computerised system of recording via Scribe, and that both Clerks will have access to information to ensure that there is continuity should the Burials Clerk not be available for any reason.

I examined the publicly available information posted on the parish website including Agenda's, Minutes, Financial records and policy documents.

Minutes clearly record decisions and comply with Standing Orders and Financial Regulations and show clear and proper financial reporting, correct inspection and signing with no unauthorised spending. The Council shows good Internal control and compliance with proper practices as set out in the Practitioners Guide. Governance is supported with upto date Policy Documents and the Council is annually reviewing its risks.

Local Government Act 1972, s 9 (1) requires every english Parish Council to hold an Annual Meeting of Parishioners. This meeting must be held between 1 March and 1 June each year.

A parish meeting may be convened by the chairman of the parish council or any two parish councillors. The notice specifying the time and place and business to be transacted should be signed by the conveners.

Minimum notice of 7 clear days is required. (LGA 1972, Sch 12, para 15)..

The Council has updated its website and email addresses in line with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and all required policy documents are in place.

Having tested aspects of the Council's internal controls based on the information made available to me I am satisfied that in all significant respects the internal control objectives were achieved throughout the year.

Please find attached the completed and signed Annual Internal Audit Report (AIAR) for 2025/26.

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## Reports from internal and external auditors 2024-2025

All smaller authorities	
Have comments from the internal audit 2024-2025 been considered and addressed?	
Comment from internal auditor 2024-2025	Response from internal auditor for this report
File receipts and payments list with minutes	This is being done.
Ensure Qtrly bank reconciliations include JBB finance	This is being done annually not quarterly due to limitations within the Scribe accounting system.
Ensure Cemetery information is on parish website.	Clearly set out information is on the website

Smaller authorities subject to a Limited Assurance Review for 2024-2025	
Have comments from the external audit 2024-2025 been considered and addressed?	
Comment from external auditor 2024-2025	Response from internal auditor for this report
External Auditor incorrectly reported that the period of exercise of public rights commenced before s1 and s2 of the AGAR were approved.	The Internal Auditor double checked this and concluded that the External Auditor was incorrect.

## Recommendations from internal auditor 2025-2026

All smaller authorities	
Recommendations for action from internal auditor for this report	
Areas for consideration or improvement	Recommendation from internal auditor for this report
Local Government Act 1972, s 9 (1) requires every English Parish Council to hold an Annual Meeting of Parishioners. This meeting must be held between 1 March and 1 June each year.	To comply with legislation this should take place in the correct time period as LGA 1972 s9 (Could possibly be incorporated with the Annual Award Ceremony to help encourage attendance?)

## Annual Internal Audit Report 2025/26

Internal control objective		Explanation if required
<b>A</b> <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	Yes	
<b>B</b> <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	Yes	
<b>C</b> <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	Yes	
<b>D</b> <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	Yes	
<b>E</b> <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	Yes	
<b>F</b> <i>Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	Not covered	The Council does not hold any Petty Cash or receive any payments in cash.
<b>G</b> <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	Yes	
<b>H</b> <i>Asset and investments registers were complete and accurate and properly maintained.</i>	Yes	
<b>I</b> <i>Periodic bank account reconciliations were properly carried out during the year.</i>	Yes	
<b>J</b> <i>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.</i>	Yes	
<b>K</b> <i>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. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>	Not covered	
<b>L</b> <i>The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation</i>	Yes	
<b>M</b> <i>In the year covered by this AGAR, the authority correctly provided for a period, for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-2025 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	Yes	The External Auditor stated that the Notice of Public Rights was announced and commenced prior to the approval of the Annual Governance and Accountability Return. This was NOT the case. It was done correctly.
<b>N</b> <i>The authority has complied with the publication regulations for 2024/25 AGAR (see AGAR Page 1 Guidance Notes)</i>	Yes	
<b>O</b> <i>The authority has complied with laws, regulations &amp; proper practices relating to digital and data compliance</i>	Yes	
<b>P</b> <i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	Not applicable	The council is not a trustee of any trust funds.



## Section 2 - Accounting Statements 2025/26

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>All figures should be rounded to the nearest £. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	130,509	152,129	<i>Total balances and reserves at the beginning of the year are recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	92,756	104,317	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	72,041	16,889	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	34,558	38,773	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	108,619	61,742	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	152,129	172,820	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short-term investments	152,129	172,820	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long-term investments and assets	921,248	932,448	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

### For Local Councils only

11. Do the figures in the accounting statements above exclude any trust transactions	Yes	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>
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Yours sincerely,

*Catherine M Camp*

Catherine Camp FSLCC; PIALC  
LRALC Internal Auditor

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