

## Annual Internal Audit Report 2024/25

Swanland Parish Council  
www.swanlandparishcouncil.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
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.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
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 bank account reconciliations were properly carried out during the year.	✓		
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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. 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.	✓		
M. 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 2024-25 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).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24/04/2025

Name of person who carried out the internal audit

MATTHEW GARNER

Signature of person who carried out the internal audit



Date 24/04/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



72 Lairgate  
Beverley  
East Yorkshire  
HU17 8EU

T. 01482 881919  
[www.tc-group.com](http://www.tc-group.com)

Swanland Parish Council  
6 Westerdale  
Hull  
HU14 3PY

Our Ref.: SWA0001/9028875

24 April 2025

Dear Michelle

**Swanland Parish Council – Internal Audit Review**

I write to advise that I have completed the audit of the Council's internal controls for the year ended 31 March 2025. I can confirm the following points were tested in accordance with the Council's needs and planned coverage. These are summarised below:

- Appropriate books of account have been properly kept throughout the period
- The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for
- The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these
- Expected income was fully received, based on correct prices, properly recorded, promptly banked and VAT was appropriately accounted for
- Petty cash payments were properly supported by receipts, expenditure was approved and VAT was appropriately accounted for
- Salaries to employees and allowances to members were paid in accordance with council approvals and PAYE and NI requirements were properly applied
- Asset and investment registers were complete and accurate and properly maintained
- Periodic bank reconciliations were properly carried out
- Period end accounts were prepared on the correct accounting basis (receipts and payments), agreed with the cash book, and were supported by an adequate audit trail from underlying records.

We do not express an opinion on the internal controls as a whole, we report only the matters detailed above in accordance with the scope of our engagement as confirmed by you. Our work has been undertaken in accordance with the terms of our engagement and we have stated to the council's members those matters we were required to report to them in this letter and for no other purpose. In these circumstances, to the fullest extent permitted by law, we will not accept or assume responsibility to anyone other than the council and the council's members as a body, for the work performed or the details outlined in this letter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Matthew Garner', written over a horizontal line.

Matthew Garner ACA