

Internal Audit Report 2025/26 Stanton Lacy Parish Council

10/05/2026

A Appropriate accounting records have been properly kept throughout the financial year.

I have checked:

Income

- Each entry for income has appropriate supporting documents.

Outgoings

- Each entry for outgoings has appropriate supporting documents.

All entries have appropriate and supporting documents.

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

- VAT. Noted a 'reclaim payment' 12/08/2025 £77.77 however noted that this is only done annually for small parishes.

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

- Risk Assessment
- Health and Safety Policy

Both reviewed by Parish Council as mentioned in minutes 17/07/2025. The website provides copies of the Risk Assessment and Health and Safety Policy.

- Parish Boundaries map available on the home page of the website.

D The precept or rates requirement resulted an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

- Precept / rates budgeting – resolved and agreed at Parish Council meetings 16/01/2025 and 15/01/2026. Also available on website.

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

- No comments.

F Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

- Not applicable as no cash payments or receipts. No petty cash held.

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.

- Website has a page under Accounts and Governance tab for 2024/25 named 'Notice of Exercise of Public Rights'.
- All documentation available on website.

N The authority has complied with the publication requirements for 2024/25 AGAR.

- All documentation available on website.

O The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

- Parish Council has registered for and paid Data Protection Fee £47.00 to Information Commissioner's Office and therefore has accepted the laid down requirements. The clerk is registered as the Data Protection Officer.
- The Information Technology Policy, Data Protection Policy and the Subject Access Policy are on the website.
- The website complies with the requirements: Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018
- The council has a generic email address clerk@stantonlacy-pc.gov.uk
- The council has published the Freedom of Information Publication Scheme
- Transparency Code – all of the documents required are on the website.

Signed: T. Meen

Name: TAVVIA MEESON

Date: 10/05/2026