Internal Audit Yorkshire
For Town & Parish Councils
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Meltham Town Council

Internal Audit Report [Year-End]

Financial Year Ending 31st March 2025

Date of Interim Visit: 28th November 2024
Date Report Issued: 29th May 2025
Prepared by: Internal Audit Yorkshire

Date of Year-End Visit: 29th May 2025
Document Status: Draft
Internal Auditor: Ms Safia Kauser

Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Statement of Responsibility

1.1 Background

The Accounts and Audit Regulations 2015; 5 (1) require a relevant authority to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.’ The Governance and Accountability Practitioners Guide is regarded as the ‘non-statutory’ guidance referred to within the above act. A copy of the guide is available from the National Association of Local Councils website. Smaller authorities in England must complete an Annual Return and an Annual Governance Statement to the public. The Annual Return must be submitted to the external auditor within the statutory deadline of 30 June.

1.2 Purpose of Internal Audit

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Internal auditing tests the continuing existence and adequacy of the authority’s internal controls. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority’s internal controls is a day-to-day function of the authority’s staff and management, and not the responsibility of internal audit.

1.3 Responsibility

The internal audit work was undertaken in accordance with the agreed scope of assignment and in accordance with the letter of engagement. The council as a corporate body is responsible for ensuring that council business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. This report and findings are based on the information that was made available during the course of the audit. The matters raised in this report should not be read as a comprehensive statement of all the weaknesses identified or all improvements to be made. Internal Audit work should not be relied upon to identify all circumstances of fraud and irregularity, should there be any. Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

1.4 Our Objectives & Programme of Work

Our work during the interim visit and the year-end visit will enable us to reach the judgements on the internal control objectives in the Annual Internal Audit Report which forms part of the Councils Annual Governance and Accountability Return [AGAR]. Our programme of cover has been designed to afford reasonable assurance that the Councils financial systems are operating to an adequate standard. Our reasonable internal audit assurance definition indicates that ‘*There is generally a good system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the control area audited’*. The Internal audit report should inform the authority’s responses to Assertions 2 and 6 in the Annual Governance Statement that forms part of the Annual Governance and Accountability Return [AGAR]. This internal audit report should therefore be made available to support and inform members considering the authority’s approval of the annual governance statement.

Our Scope of Work During the Interim Visit

1.1 We covered the following areas during our interim visit in November 2024.

- Accounting Records
- Payment Controls [Standing Orders, Financial Regulations, Expenditure Testing & VAT]
- Risk Management;
- Income Controls including the precept [part-testing]
- Petty Cash [Not Applicable]
- Asset and Investment Registers [to be reviewed at the year-end visit]
- Bank Reconciliations

1.2 The following areas were reviewed during our year-end audit visit. Internal control objectives F, K and O was not applicable to the Town Council.

- Budgetary Controls and Financial Health
- Income controls – Follow up
- Payroll Controls and Members Allowances
- Asset and Investment Registers
- Year-End Bank Reconciliation & Accounting Statements Y/E 31st March 2025
- Publication Requirements in Accordance with the Relevant Legislation
- Exercise of Public Rights (Previous Year 2023/2024)
- Annual Governance & Accountability Return [AGAR] Publication Requirements (Previous Year 2023/2024)

1.3 We would like to thank the Parish Clerk & Responsible Financial Officer Mark Brook for all his help and assistance during the audit.

Internal Audit Findings and Recommendations

Budgetary Controls And Financial Health

Internal Control Objective: The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Aim: Verify the annual precept request is the result of a proper budget process, that budget progress has been regularly monitored and the Councils reserves are appropriate.

Internal Audit Testing	Compliance	Comments / Recommendations
Is there an annual budget to support precept? Has the budget been discussed and adopted by council? Is the precept demand correctly recorded in the minutes? Level of reserves within Proper Practice? I.e. between 3 and 12 months running costs. Review earmarked reserves.	Yes	The budget setting enables the council to support the precept request to be levied and provides a basis for budget monitoring throughout the year. The Governance & Accountability Practitioners Guide identifies key stages of the budgeting processes which are: • deciding the form and level of detail of the budget; • reviewing the current year budget and spending; • determining the cost of spending plans; • assessing levels of income; • bringing together spending and income plans; • providing for contingencies and considering the need for general and earmarked reserves; • approving the budget; confirming and submitting the precept or rates and special levies; • reviewing the progress against the budget regularly throughout the year The budgeting process was discussed with the RFO during the audit. A base budget was prepared by the RFO and considered by the Finance committee at the meeting held on the 06th November. The council agreed a precept of £228,123 at the meeting held on 20th January 2025 (scenario 1). Following a review of the minutes we found that was some discussions were held surrounding the level of general reserves. The council have previously adopted a General Reserves Policy however we were unable to view the policy as it was not available on the website. In our last year report we were unable to verify the level of reserves held by the council as reported in our detailed report. The Governance and Accountability Practitioners Guide refers to the following guidance relating to general reserves: • **The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.** • **In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.**

		Audit testing was carried out to verify the level of general reserves during the year and the precepted amount at the budgeting stage, and the actual balances held at the 31st March 2025. The detailed workings out were shared with the Clerk/RFO during the audit. We found that whilst the council have followed several of the requirements of the budget setting, it has not taken into account the opening balances at the 01st April 2024. Our findings identified that the general reserves were adequate and within the proper practices during the 2024/2025 financial year, however the reserves calculated for 2025/2026 during the budget stage were low. Further audit testing was carried to review the actual year-end balances. At the year-end the councils reserves have substantially increased which may be due to underspends/expenditure that was projected but not actually spent. This surplus has increased the level of general reserves for 2025/2026 financial year which is higher than the recommended level. **RECOMMENDATION 1:** **That the council reviews the opening balances for the 2025/2026 financial year and the level of reserves.**
Is the budget against spend comparisons provided regularly to the Council? I.e. quarterly basis? Any unexpected significant variances?	Yes	Quarterly budget monitoring reports were presented to the Finance committee and evidence of this was found to be recorded in the minutes.

Income Controls Including The Precept

Internal Control Objective: Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for

Aim: Obtain assurance that income controls are in place and operating effectively.

Internal Audit Testing	Compliance	Comments / Recommendations
This internal control area was part-testing during the interim audit. The remaining testing was carried out at the year-end audit.		
Has the council correctly invoiced for any sales and is the correct rate of VAT applied? (if applicable)	Yes	The council issued several VAT invoices which related to ticket sales. Evidence of this was reviewed during the audit.

Payroll Controls & Members Allowances

Internal Control Objective: Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Aim: Obtain assurance that payroll costs are supported by employment contracts, expenditure is approved and PAYE/NIC is properly operated. Review Members Allowances to ensure PAYE and NI requirements are met.

Internal Audit Testing	Compliance	Comments / Recommendation
Is there a contract of employment for the Clerk/RFO and all employed staff? Has the Council approved the salaries paid? Do the salary records correspond with the pay points agreed by the Council?	See findings	The payroll continues to be administered in-house by the RFO using the HMRC Basic PAYE tools software. The council have three employees. In our last year internal audit report, we reported that there was no contract of employment for one post-holder. It is noted that a contract of employment has been issued and a signed copy was retained on file. Payroll testing was carried out for the month of January 2025 to verify that the gross pay corresponded with the pay calculations. Employee 1 – The contract of employment refers to automatic increments on the 01st April each year with the first increment payable on the 01st April 2024. We found that the increment increase had not been applied. In discussion with the RFO we found that this paragraph was in conflict with another contract clause which refers to the salary point being fixed and subject to a review on the anniversary of the appointment.

		Employee 2 – No issues identified. Gross pay was calculated correctly and corresponded with the contract of employment. **RECOMMENDATION 2:** **That the contract clause 7 be reviewed for Employee one and a contract variation letter issued to confirm any changes and any back-pay to be calculated as required.**
Is the Tax and NI contributions paid within the expected parameters to HMRC? Are pension obligations met as part of the auto-enrolment process? Criteria £10k salary p.a	Yes	Tax and NI contributions were paid to HMRC and contributions made to the West Yorkshire Pension Fund.
Are allowances paid to members and paid via the payroll and/or other arrangements?	See findings	Members do not receive any allowances. The RFO has confirmed that a budget is allocated for Mayoral (Chairman) expenses and payments reimbursed on the presentation of a receipt.

Asset And Investment Registers

Objective: Asset and investments registers were complete and accurate and properly maintained

Aim: To provide assurance that all material assets are accounted for correctly

Internal Audit Testing	Compliance	Comments / Recommendations
Does the council keep a formal register of all material assets owned? Is the asset register up to date? **Ensure that new assets are recorded at historic cost price, net of VAT* Does the register include additions and disposals to allow tracking from prior year to the current year? Compare the Asset Register value reported in section 2, box 9 prior year reported figure, adjusted to include new assets / and/or disposals.	Yes	**Ensure that the Asset Register value corresponds to box 9 of the Annual Return?* The asset register continues to be maintained on the Scribe accounting software. £388,694 – Asset Register value as at 31st March 2024 £291,593.33 – Asset Register value reported in box 9 at 31st March 2025 £297,045.23 – Asset Register purchase value recorded in the Asset Register maintained on Scribe We were unable to verify the changes in asset register values due to the discrepancy in the reported figures. Following a review of the purchase ledger, we note that no fixed asset purchases were made during the year which was confirmed by the RFO. It is noted that the Town Hall was disposed of in the region of £104,000. **RECOMMENDATION 3:** **That the asset register value is reviewed against the reported value in the AGAR box 9 and that any changes are made prior to the submission of accounts to the external auditor.**

Does the asset register record the purchase and if practicable the replacement value of individual assets for insurance purposes and to assist in forward planning for asset replacement?	Yes	The asset register included a current value column for insurance/replacement purposes. The insurance policy included an insured list of assets.
Have the assets been physically verified to confirm their condition and existence?	Yes	The Clerk/RFO has confirmed that a physical check of the assets was carried out prior to the end of the financial year by the Clerk/RFO and a member of the Planning committee. A copy of the report verifying the checks and condition of the asset was provided during the audit and several items had been identified for asset replacement.
Does the council have any Fixed Asset Investments? **Ensure that all long-term investments (ie those covered more than 12 month terms) are covered by the Investment Strategy and reported as Assets in the AGAR at section 2, line 9*	No	Not applicable.
Borrowing & Lending: Does the council have any borrowing and lending in place?	No	Not applicable.

Periodic Bank Reconciliations

Objective: Periodic and year-end bank account reconciliations were properly carried out.

Aim: To provide assurance that bank reconciliations were carried out on a regular basis and reported to Council.

Internal Audit Testing	Compliance	Comments / Recommendations
This internal control area was part-testing during the interim audit. The remaining testing was carried out at the year-end audit.		
Bank Reconciliation to the 31 March?	Yes	The bank account with the Bank of Ireland which held a balance of £2.17 has been written off by the council. The RFO explained that there were some difficulties in locating the account and given the sums of money involved and following advice from YLCA, the balance was written off. The Bank Reconciliation for the 31st March 2025 was carried out. The balances were verified against the actual bank statements. The balances are included below.

		1) £198,085.15 - Co-operative Bank Account (Community Direct Plus) 2) Co-operative Business Select - £0.00 – account closed 06.11.2024 3) £84,000 - Hampshire Trust Bank 4) £0.00 - Santander – account closed 09.12.2024 £282,085.15 – Total Bank Balances held as at 31st March 2025.

Accounting Statements

Internal Control Objective: 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.

Aim: Obtain assurance that accounts prepared on correct statements (income and expenditure, debtors and creditors, over £200,000) or (summary receipts and payments, under £200,000) and that working papers can be followed through to final document

Internal Audit Testing	**Compliance**	**Comments / Recommendations**
Year-end accounts prepared on correct accounting basis? Is there an underlying financial trail from records to presented accounts? Do the Bank statements and ledger reconcile at 31 March?	Yes	The internal auditor is required to verify that the detail recorded in the accounting statements reflects the detail in the accounting records maintained for the financial year. This does not require the internal auditor to verify the detail disclosed in the accounting statements. The accounts were prepared on an income and expenditure basis and were supported by underlying supporting records. The reporting of the AGAR was issued from the Scribe accounting software that was used to aid in the preparation of the year-end accounting statements.
Is the explanation of significant variances form completed? Explanations are now required for all variances of £100,000 or more regardless of the 15% variance. All responses should comprise both narrative and numerical explanations.	Yes	This form is part of the submission requirements for external audit. The RFO had prepared an explanation document from the Scribe accounting software with a narrative to explain the differences. It is recommended that the pro-forma document provided by the external auditor be prepared along with a detailed breakdown of figures to explain the variances.
Is there a reconciliation between boxes 7 and 8? Where appropriate are debtors and creditors properly recorded?	Yes	*Details of the year-end adjustments should be provided, showing how the net difference between them is equal to the difference between Boxes 7 and 8.* The reports from the Scribe accounting software detailed the difference in values between boxes 7 and 8 which were clearly identified.

Legislative Publication Requirements

Internal Control Objective: 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.

Aim: Obtain assurance that the council has complied with the publication of the AGAR for the last five years; compliance with the Local Government Data Transparency Code and Freedom of Information Act, Publication Scheme.

Note: The auditing requirements in the practitioners guide are not entirely clear that provide the guidance for testing relating to objective L. Therefore testing has been carried out to seek assurance on the publication requirements of the Accounts and Audit Regulations 2015 - Section 13 (2) (b) to ensure that Councils display the AGARs for the five years - 2019-20, 2020-21, 2021-22, 2022-23, 2023-24 on their website; Compliance with the Local Government Data Transparency Code (if applicable) and testing of the Freedom of Information Act (Publication Scheme).

LOCAL GOVERNMENT DATA TRANSPARENCY CODE
The Government has published the 'Local Government Transparency Code' as a code of recommended practice under section 2 of the Local Government, Planning & Land Act 1980. This Code, which can be found at [Title (publishing.service.gov.uk)] came into effect on the 01 April 2015. This is applicable to parish and town councils where gross income or gross expenditure exceeding £200,000. The Code does not replace or supersede the existing framework for access to and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

The Code provides for publication of a comprehensive set of information, including Unique Property Reference Numbers of land and building assets (principal authorities may be able to help with these). There is no prescribed Code for councils where gross turnover is between £25,000 and £200,000 but all councils must have a Publication Scheme complying with the Information Commissioner's requirements.

Internal Audit Testing	Compliance	Comments / Recommendations
Has the council published the required information in compliance with the Local Government Data Transparency Code 2015?	See findings	This Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 ("the Act") to issue a Code of Recommended Practice (the Code) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related. It is issued following consultation in accordance with section 3(11) of the Act.

**This code has been issued in accordance with section 2 of the Local Government, Planning & Land Act 1980*		Audit testing was carried out using the data available on the Town Council website and Data Transparency webpage. See link: https://melthamtowncouncil.gov.uk/about/finance/ 1) Expenditure Exceeding £500: Quarterly Publication. (no later than one month after the quarter to which the data and information is applicable) This was found to be published on the website, see link: https://melthamtowncouncil.gov.uk/about/finance/ 2) Government Procurement Card Transactions: Quarterly Publication (no later than one month after the quarter to which the data and information is applicable) This is not applicable to the Town Council. 3) Procurement Information (invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000) : Quarterly Publication (no later than one month after the quarter to which the data and information is applicable) The information relating to every invitation to tender was found to be published, see link: https://melthamtowncouncil.gov.uk/wp-content/uploads/2025/05/Procurement-2025-26.pdf ; https://melthamtowncouncil.gov.uk/wp-content/uploads/2024/06/Robert-Ashton-Memorial-Park-Phase-1-2-Contracts-Finder.pdf 4) Local Authority Land: Annual Publication (no later than one month after the year to which the data and information is applicable) A copy of the asset register information was found to be published asset register however the data for the local authority land was not published in accordance with the publication requirements set out in the code. **RECOMMENDATION 4:** **That the data for Local Authority Land be published in accordance with the Publication requirements set out in the code.** ● **Unique Property Reference Number** ● **Unique asset identity** ● **Name of the building/land or both** ● **Street number(s)** ● **Post town** ● **United Kingdom postcode** ● **Map reference – either Ordnance Survey or ISO 6709** ● **Whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below:**

		For freehold assets: ● **Occupied by the local authority.** ● **Ground leasehold** ● **Leasehold** ● **Licence** ● **Vacant** **For leasehold assets:** ● **Occupied by the local authority.** ● **Ground leasehold** ● **Sub leasehold** ● **Licence** **For other assets:** ● **Free text description e.g., Rights of way, access, etc.** 5) Social Housing asset value: Annual Publication (no later than one month after the year to which the data and information is applicable) This is not applicable to the Town Council. 6) Grants to voluntary, community and social enterprise organisations: Annual Publication (no later than one month after the year to which the data and information is applicable) This was found to be published on the website, see link: https://melthamtowncouncil.gov.uk/about/grant-recipients/ 7) Organisation Chart: Annual Publication (no later than one month after the year to which the data and information is applicable) This was not applicable to the Town Council as there is no employee whose remuneration is over £50,000. 8) Trade Union Facility Time: Annual Publication (no later than one month after the year to which the data and information is applicable) This was not applicable to the Town Council. 9) Parking Account: Annual Publication (in relation to the parking account data, where the local authority accounts have not been finalised, the authority should publish estimates within one month after the year to which the data is applicable and subsequently publish final figures as soon as the authority's accounts are finalised) This was not applicable to the Town Council.

		10) Parking Spaces: Annual Publication (no later than one month after the year to which the data and information is applicable) This was not applicable to the Town Council. 11) Senior Salaries: Annual Publication (no later than one month after the year to which the data and information is applicable) This was not applicable to the Town Council as there is no employee whose remuneration is over £50,000. 12) Constitution: Annual Publication (no later than one month after the year to which the data and information is applicable). Not applicable. It is our interpretation that the definition of a local authority under section 9P refers to a County Council, District Council or a London Borough Council. The definition is referred to within section 9R(1) in relation to Part 1A see link: https://www.legislation.gov.uk/ukpga/2000/22/part/1A . It is noted that the councils Standing Orders and Code of conduct were published on the website. 13) Pay Multiple: Annual Publication Not applicable. This information is required to be published in accordance with section 38 of the Localism Act 2011. Section 43 provides an interpretation of a relevant authority and this does not include a parish council, see link: https://www.legislation.gov.uk/ukpga/2011/20/section/43/enacted 14) Fraud: Annual Publication (no later than one month after the year to which the data and information is applicable) This was not applicable to the Town Council as per declaration on the transparency page, see link: 15) Waste Contracts: One-off publication The council have waste contracts in place however the data could not be found on the website as per requirements of the data transparency code.
Publication of the AGAR for the last five years in accordance with the Accounts and Audit Regulations 2015, section 13 (2)? **See Regulations which requires Publication of the Statement of Accounts; Annual Governance Statement and Certificate/Opinion of local Auditor*	Yes	2019/20: Yes – see links: https://melthamtowncouncil.gov.uk/wp-content/uploads/2020/06/Section-1-annual-Governance-Statement-19-20.pdf ; https://melthamtowncouncil.gov.uk/wp-content/uploads/2020/06/section-2-accounting-statements-19-20.pdf ; https://melthamtowncouncil.gov.uk/wp-content/uploads/2020/11/External-Auditor-report-and-certificate-Section-3-of-the-AGAR-Part-3.pdf 2020/21: Yes – see links: https://melthamtowncouncil.gov.uk/wp-content/uploads/2021/11/aaa.pdf https://melthamtowncouncil.gov.uk/wp-content/uploads/2021/11/WY0050-S3-004.pdf

		2021/22: Yes – see links: https://melthamtowncouncil.gov.uk/wp-content/uploads/2022/05/ANNUAL-GOVERNANCE-STATEMENT-2021-22-SECTION-1.pdf ; https://melthamtowncouncil.gov.uk/wp-content/uploads/2022/05/ACCOUNTING-STATEMENTS-21-22-SECTION-2.pdf https://melthamtowncouncil.gov.uk/wp-content/uploads/2022/07/AUDITED-SECTION-1-AND-2-EXTERNAL-AUDIT-REPORT-AND-CERT.pdf 2022/23: Yes – see links: https://melthamtowncouncil.gov.uk/wp-content/uploads/2023/06/Annual-Governance-Statement-22-23-Section-1.pdf https://melthamtowncouncil.gov.uk/wp-content/uploads/2023/06/Accounting-Statements-2022-23-Section-2.pdf https://melthamtowncouncil.gov.uk/wp-content/uploads/2023/09/WY0050-S3.pdf 2023/24: Yes – see links: https://melthamtowncouncil.gov.uk/wp-content/uploads/2024/09/AGAR-Section-1.pdf ; https://melthamtowncouncil.gov.uk/wp-content/uploads/2024/09/AGAR-Section-2.pdf ; https://melthamtowncouncil.gov.uk/wp-content/uploads/2024/09/WY0050-S3.pdf
Freedom of Information Act – Has the Council adopted a Publication Scheme?	Yes	See link: https://melthamtowncouncil.gov.uk/wp-content/uploads/2023/11/MTC-Publication-Scheme-November-2023.pdf

Publication Requirements – Exercise of Public Rights 2023/2024

Internal Control Objective: 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 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).*

Aim: Obtain assurance that the Council has advertised the dates for the inspection of public rights correctly.

Internal Audit Testing	Compliance	Comments / Recommendations
Do arrangements for public inspection of council's records exist? Evidence of public inspection notice seen? And website address.	Yes	The inspection window must include a 30-working day period including the first 10 working days of July following the end of the financial year to which the accounts relate. A link was found on the website with the dates. The Clerk explained that the actual notice was taken down after the expiry period. The link available on the website confirms the inspection dates which were calculated correctly. A copy of the notice was provided by the Clerk during the audit. See link: https://melthamtowncouncil.gov.uk/notice-period-for-the-exercise-of-public-rights/

Publication Requirements for 2023/2024 AGAR (previous year)		
Internal Control Objective: The authority has complied with the publication requirements for 2023/24 AGAR *(see AGAR Page 1 Guidance Notes).*		
Aim: Review evidence for publication: AGAR to be approved and published by 01 July 2024 at the very latest. External Audit Certificate and Conclusion of Audit of Notice to be posted on the council website by 30 September 2024.		
Internal Audit Testing	**Compliance**	**Comments / Recommendations**
Before 01 July 2024, the authority should have published: a) Notice of the period of exercise rights and a declaration that the accounting statements are as yet unaudited.	Yes	See link: https://melthamtowncouncil.gov.uk/notice-period-for-the-exercise-of-public-rights/ and findings above.
b) Section 1 the Annual Governance Statement approved and signed page 4	Yes	See link: https://melthamtowncouncil.gov.uk/wp-content/uploads/2024/09/AGAR-Section-1.pdf
c) Section 2 the Accounting Statements approved and signed page 5	Yes	See link: https://melthamtowncouncil.gov.uk/wp-content/uploads/2024/09/AGAR-Section-2.pdf
Not Later than the 30 September 2024: d) Notice of conclusion of audit e) Section 3 – External Auditor Report and Certificate	Yes	See link: https://melthamtowncouncil.gov.uk/wp-content/uploads/2024/09/WY0050-S3.pdf See link: https://melthamtowncouncil.gov.uk/wp-content/uploads/2024/09/Notice-of-conclusion-of-audit-2023-24.pdf
f) Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review	N/A	Not applicable

Meltham Town Council - Recommendations Action Plan

Year End Internal Audit - Year Ending 31st March 2025

Internal Audit Yorkshire
For Town & Parish Councils

No	Recommendation	Page Number	Responsibility	Timescale
1	That the council reviews the opening balances for the 2025/2026 financial year and the level of reserves.	5		
2	That the contract clause 7 be reviewed for Employee one and a contract variation letter issued to confirm any changes and any back-pay to be calculated as required.	7		
3	That the asset register value is reviewed against the reported value in the AGAR box 9 and that any changes are made prior to the submission of accounts to the external auditor.	7		
4	**That the data for Local Authority Land be published in accordance with the Publication requirements set out in the code.** ● **Unique Property Reference Number** ● **Unique asset identity** ● **Name of the building/land or both** ● **Street number(s)** ● **Post town** ● **United Kingdom postcode** ● **Map reference – either Ordnance Survey or ISO 6709** ● **Whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below:** **For freehold assets:** ● **Occupied by the local authority.** ● **Ground leasehold** ● **Leasehold** ● **Licence** ● **Vacant** **For leasehold assets:** ● **Occupied by the local authority.** ● **Ground leasehold** ● **Sub leasehold** ● **Licence**	**11 - 12**		

	For other assets: ● **Free text description e.g., Rights of way, access, etc.**			