

**BURES HAMLET PARISH COUNCIL  
REPORT/REMIT OF THE INTERNAL AUDITOR FOR THE  
YEAR ENDING 31<sup>ST</sup> MARCH 2025**

**Internal Auditor: - Michelle Baker**

**Checks Undertaken: - 30/04/2025**

<b>Activity</b>	<b>Met / Partially Met / Not Met</b>	<b>Comment/Report to Council</b>
Do those accounts accord with the information in Section 2 of the Annual Return?	Met	All in good order.
Will the Council give members of the public the opportunity to inspect and raise questions on the accounts? Evidence of notice to be provided?	Met	Notice included
Did the Council correctly provide for the period for the exercise of public rights for the previous year 2023-2024. Evidence of notice provided?	Met	Yes, displayed on website.
Has the Council responded positively to issues that were raised in the previous internal audit report?	Met	Concerns regarding steering group spending has been addressed.
Are significant variances in the Annual Return (section 2) figures explained?	Met	All in good order. Variances thoroughly explained.
Has an Asset register been submitted, up to date and concurring with the Annual Report (section 2, box 9)?	Met	Matching.
Have financial and other risk assessments been undertaken? Date and minute number checked?	Met	Reviewed 16 <sup>th</sup> May 2024 – Minute – 16/05/24 section f.
Has the Council maintained an adequate level of insurance cover. Date and minute number checked?	Met	Approved – 16 <sup>th</sup> May 2024 - Minute 16/05/24 section g. Insurance documents checked for cover levels.
Is there evidence that the Council considers what legal powers it is using when contemplating undertaking activities?	Met	Accounts broken down into areas of spend including S137.
Has the Council adopted financial regulations and standing orders?	Met	Reviewed 16 <sup>th</sup> May 2024 – Minute – 16/05/24 section f.
Is there a Council Minute recording the precept decision? Date and minute number checked?	Met	Approved – January 20 <sup>th</sup> 2025 Minute – 09/01/25 – section c
Does the precept requirement result from an adequate budget?	Met	Budget discussed and approved January 20 <sup>th</sup> 2025 – Minute – 09/01/25 – section a

Was progress against budget regularly monitored? Were the reserves adequate?	Met	Regular budget monitoring documents present in minutes. Reserves maintained above 50% of precept.
Has a separate record of VAT been kept in the accounts?	Met	VAT recorded in separate column of cashbook.
Has a separate record for Section 137 payments been maintained?	Met	S137 recorded in separate column of cashbook.
Were periodic bank reconciliations properly carried out during the year?	Met	Bank reconciliations at every meeting. Checked for accuracy.
Are all payments and receipts approved by the Council and recorded in the minutes? Spot checks carried out.	Met	Multiple payments checked. All evidenced with invoices and approvals.
Have salaries to employees and allowances to members been paid in accordance with approvals? Have Tax and National Insurance requirements been properly applied?	Met	Evidence of P60, PAYE/NI present, spot checked to bank statements.  HMRC annual statement of payments checked.
Have you been provided with access to all documents requested?	Met	All documents received
Were you supplied with contact details for the Clerk and Chair – if requested?	Met	Clerks contact details provided.
Were adequate explanations provided for any query or request for extra information?	Met	No extra queries
Additional Notes:		

I confirm that in acting as Internal Auditor for Bures Hamlet Parish Council, I am wholly independent of the Council. I have carried out the above checks and been satisfied of the Council's position prior to completion of the Annual Return of The Bures Hamlet Parish Council.

Signed: -



Dated: -

30/04/2025