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Mrs Alice Dunn
Parish Clerk
Edwinstowe Parish Council
Village Hall,
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Dear Councillors

Internal Audit Report for the Financial Year 2025-2026

As commissioned by Edwinstowe Parish Council I have carried out an annual internal audit review of the Council's control procedures relating to their books of accounts and record keeping for the financial year ended March 2026.

The purpose for the audit was two-fold – 1) to enable me to complete and sign-off the Annual Internal Audit Report as part of the Annual Report and 2) to allow me to re-assure Members that systems of internal control are in place and are being followed effectively.

These are the various areas of operation that I reviewed during the audit:

1. Payroll - Processing
2. Payroll – Deductions
3. Purchases
4. Income
5. VAT Returns
6. Bank Reconciliations/Investments
7. Risk Management
8. Budgets
9. Asset Management

My approach was to identify the systems of internal control in the Council's operations and then select a number of transactions for compliance testing to ensure the controls were being followed. I have found only minor exception – see 6.5 on Detailed Report.

As a result of the audit I can confirm that proper books of account have been maintained throughout the financial year and this was verified by an examination of a sample of transactions, payments and receipts. All were supported by authorised invoices and all payments were approved in advance by Members of the Council. Income received was

checked back to the bank statements. Valued Added Tax was properly accounted for and was applied for and refunded to the Council.

My main focus was on the Annual Internal Audit Report 2025-2026. All areas featured on the list were reviewed and proved satisfactory in all cases. I duly signed off that page for the attention of the Members.

I am satisfied, after my review and the limited testing carried out, that the Council has adequate systems of control over its activities and that they are being followed effectively.

In conclusion, my overall opinion is that the systems of internal control operating in the areas reviewed relating to this financial year 2025-2026 are **satisfactory** and present no cause for concern to the Council.

I would like to place on record my thanks to the Parish Clerk for her considerable assistance during my audit of the Council.

Yours sincerely

Ken Goddard
Internal Auditor
5th May2026.