Braunton Parish Council
Financial Year 2025-26

Year End Internal Audit Observations

Date considered by Council ___________________

Minute Reference ___________________

IAC Audit and Consultancy Ltd

Audit date: 18 June 2026

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Council has returned to IAC completed Internal Audit Observations spreadsheets from prior audit(s)	No	*The Council has not provided its response to the Internal Audit Observations from the previous audit and returned it to IAC.*	Council to provide its comments on the previous Internal Audit Observations.	Medium	

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have fees and charges been subject to review during the financial year?	No	*Fees and charges have not been subject to review during the financial year.*	Schedule of Fees and Charges should be subject to annual review as part of the budget setting process.	Medium	

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.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Records are maintained of any overtime hours worked.	Yes	*It is understood some overtime has accumulated due to staff absence. At the date of the audit the amount of overtime had not been formally reviewed or paid.*	The Council to formally review overtime worked during the 2025-26 financial year.	Medium	

H ***Asset and investments registers were complete and accurate and properly maintained.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	There is a register of owned assets	Yes	*It was noted that the Councils asset register records totals of assets by group, but does not record the value of individual items.*	The Council to review the asset register and assigned values to the individual assets included within the register	Medium	

I ***Periodic bank account reconciliations were properly carried out during the year.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Year End bank reconciliations have been signed and dated as evidence of independent review.	No	*The Year End bank reconciliations have not been signed and dated as evidence of independent review.*	Prior to the Council's approval of the Accounting Statements the year end bank reconciliations should be subject to review and signed and dated as evidence of this review.	Medium	

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.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Year-end creditor balances are reasonable and agree to year end Trial Balance	Yes	*There are a number of old creditor balances.*	The Council to undertake a formal review of creditor balances and arrange to remove any balances that are not due.	Medium	
2	Year-end debtor balances are reasonable and agree to year end Trial Balance	Yes	*There are a number of old debtor balances.*	The Council to undertake a formal review of debtor balances and arrange to remove any balances that are not recoverable.	Medium	

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has an IT Policy in place.	No	*The Council does not have an IT policy in place.*	The Council to put in place an IT policy. (The Council may wish to adopt the model policy reference in The Practitioner's Guide a copy of which has been provided to the Clerk).	Medium	
2	The Council has conducted a data audit in accordance with GDPR practice.	No	*As at the date of the year end Internal Audit visit the Council had not carried out an audit of the personal data it holds.*	The Council to arrange to undertake a GDPR audit of the personal data it holds, the outcome of which should be reported to Council. (A template, produced by SLCC, was provided to the Clerk during the audit visit).	Medium	