

92 Well Lane
Curbridge
Witney
OX29 7PA
3rd May 2025

Mr H Higgins
Clerk to Curbridge and Lew Parish Council
88 Well Lane
Curbridge
Witney
OX29 7PA

Dear Mr Higgins

Curbridge and Lew Parish Council – Internal Audit Report for 2024/25

I have now carried out the internal audit of Curbridge and Lew Parish Council for the year ended 31st March 2025, as requested by you and as required by the Accounting and Audit Regulations 2015.

My conclusions are that the records are well kept, up to date, agree with underlying records and the Council meets the objectives of internal control addressed in the Annual Internal Audit Report in the Annual Governance and Accountability Return Part 3.

The following is a list of my findings relating to the objectives therein.

- A. Accounting records kept properly** The spreadsheet is kept up to date, is accurate and matches bank statements.
- B. Financial regulations met, payments supported by invoices, expenditure approved and Vat accounted for** All invoices reviewed were satisfactory and the financial regulations were met.
- C. Risk to achieving objectives** The Transparency Code, the Disaster Action Plan, the Risk Assessment and other codes and regulations were all reviewed towards year end and the Asset Register was updated. The parish council is aware of the constraints involved in meeting its objectives.
- D. Precept, adequate budgetary process and reserves** The precept requirement is appropriate, considering the level of expenditure planned for the year ahead. The budget has been monitored closely throughout the year and the current precept increased to ensure reserves are adequate.
- E. Income** Hall lettings were reasonable and income from VAT and Council grants and S106 monies comprised most of the remainder of income.
- F. Petty cash** Any expenditure covered by expenses has receipts and is approved for payment, VAT being accounted for, no petty cash held.
- G. Payroll** The clerk and parish hall cleaner are paid in accordance with Council approvals, and tax is being paid at the basic rate to HMRC
- H. Asset register** The Council's principal asset is the refurbished parish hall. The asset register has been updated.
- I. Bank reconciliations** Bank statements are monitored and balance reported monthly at parish council meetings. Year end reconciliation carried out.
- J. Accounting statements** These have been correctly prepared on a receipts and payments basis and there is an adequate audit trail from underlying records.

- K. **Exemption criteria** The parish council completed Form 3 in both 2023/24 and for 2024/25 as required under the exemption criteria. Internal audit carried out for each year.
- L. **Transparency code** The authority publishes all information on its website, which is free to access and is up to date at the time of the audit.
- M. **Exercise of public rights** Public rights were evidenced by a notice on the website confirming dates set.
- N. **Publication requirements** The parish council complied with the publication requirements for 2023/24 AGAR.
- O. **Charitable trust funds** The Council, as a corporate body, is the sole trustee for the Curbridge Recreation Ground Charity, which comprises the Lord Kitchener's field. The Council met its responsibilities.

This report and the incidence of an internal audit should be drawn to the attention of the full Council for any discussion necessary and this should be fully minuted to comply with the Regulations.

Yours sincerely

S. Zollman

Stephanie Zollman