

Lucy Collinson  
Wheatley Parish Council

7 May 2026

Dear Lucy

**Wheatley Parish Council**  
**Internal Audit 25-26**

The internal audit for the 25-26 financial year is now complete. I am pleased to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with no comments.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 25-6. Recommendations are set out at Appendix A. Areas not tested because they are not relevant to this Council are listed at Appendix B.

The audit was carried out in two stages. The interim audit was carried out on 25 November, this concentrated on in year financial transactions and governance controls. The final audit was carried out on 7 May and concentrated on the statement of accounts and balance sheet.

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

### **A. Books of Account**

#### **Interim Audit**

The Council uses the Sage One Business Cloud accounting system. The system is used to report and record the financial transactions of the Council and a review of the cashbook shows that all data fields are being entered. My audit testing showed that supporting documentation could be readily located from transactions recorded on the accounting system, and all key reconciliations were up to date.

I have agreed the cash balance as recorded on the opening trial balance back to box 8 on the audited 24-25 AGAR. I am satisfied that the opening cash balance on the accounting system is accurate.

I confirmed that the Council has continued to submit regular VAT claims to HMRC. I reviewed the claim for the period 31 July to 31 October 2025. I checked VAT reclaimed back to a summary of transactions extracted from the accounting system. VAT control account at 31 October agreed to the VAT return submitted to HMRC.

I confirmed that my last report was discussed at Full Council in June, this is recorded in minutes.

#### **Final Audit**

The accounting statements section of the AGAR has been agreed back to year end reports produced from the Sage accounting system. Income and expenditure accounts agree to Sage profit and loss, and the year-end balance sheet on Sage agrees to box 7 in the accounting statements. All comparatives reported in the financial statements have been agreed back to the audited 24-25 accounts, as published on the Council website.

The Council last submitted a VAT return for the period 1 November 2025 to 31 January 2026. There is a date submitted stamp of 10 Feb on the VAT return, this confirms that VAT return has been accepted by HMRC, and that the VAT return has been submitted from the accounting system. The refund has been checked to the bank statement, dated 16 February. The Council is up to date with VAT submissions, with the next submission due for the period to the end of April 26.

The Council reviewed my previous audit report at the December meeting of Full Council. – minute 140 – minutes show proper consideration of recommendations raised.

### **B. Financial Regulations & Payments**

#### **Interim Audit**

I confirmed that the Council has reviewed key governance documents. Standing Orders were reviewed at the Council meeting in May 2025. Financial Regulations were approved at the Full Council meeting in November 2025 ( minute 120). Both documents are based on NALC templates.

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

The Council has a clear process for authorisation of payments to suppliers. The Council approves expenditure via the annual budget process. Invoices are sent to the office by suppliers, invoices are checked by office staff for receipt of services goods and accuracy. The Assistant Clerk prepares a payment listing, which is sent to authorising councillors, together with all invoices being paid by email. Bank payments are set up by the Clerk or Assistant Clerk on the current account, and these payments are authorised by 2 from the panel of 5 bank signatories. Payment listings are reported retrospectively to a meeting of the Finance Committee.

I tested a sample of payments selected at random from the sage cashbook for the first 8 months of 25-26. For all payments tested I was able to confirm

- Payment per cash book agreed to invoice
- VAT correctly accounted for
- Expenditure appropriate for this council
- Payment approval made by 2 councillors – checked to Unity Bank log

### **Final Audit**

Non pay expenditure per box 6 to the accounts amounted to £ 171,903, up from £87,801 in 24-25 . Increase due to new playground.

I tested 3 further payments selected from the current account for the final quarter of the financial year, and confirmed the following:

- Payment per cash book agreed to invoice
- Expenditure appropriate for this council
- VAT accounting correct
- I checked approval at bank had been actioned by 2 councillors, after payment set up by a member of staff. This was checked to the Unity bank log.

I confirmed approval to make capital expenditure at Church Road Rec playground to minutes. The project was approved in February meeting.

### **C. Risk Management & Insurance**

#### **Interim Audit**

The Council is currently working on the annual risk assessment. This is due to be considered by Full Council in the new year, I remind the Council that this review needs to be completed and minuted at Full Council by 31 March.

I have confirmed that the Council has a valid insurance certificate, with an expiry date of 1 June 2026, insurance is held with Ecclesiastical, arranged by Clear Insurance . The Council reviews its insurance requirements as part of the renewal process. Fidelity cover is currently set at £250K, this is sufficient, given cash holdings at the Council, and the fact that the Council is holding some of its cash in difficult to access accounts (CCLA).

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

I property is insured, a lock up on Church Road. Other assets insured are set out below, this is broadly consistent with the asset register.

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£139,224	£116,020
CONTENTS	£33,000	£27,500
Street Furniture	£112,152	£93,460
Walls, Gates and Fences	£57,619	£48,016
Playground Equipment	£178,467	£148,723
War Memorials	£77,330	£64,442
CCTV Equipment	£0	£0
Ground Surfaces	£69,748	£58,124
Mowers and Machinery	£9,854	£8,212
Sports Equipment	£28,959	£24,133

The Deputy Clerk has obtained email confirmation from the IT provider that computer back up data is working as anticipated – this was checked on 23 October 2025.

### **Final Audit**

The Council reviewed the risk assessment at the January Full Council meeting - minute 159. The risk assessment is a lengthy document, based on a template issued by LRCS. The Council may want to consider reviewing the risk assessment in 26-27, the current document is very long and does not lend itself to regular review by staff and councillors.

### **D. Budget, Precept & Reserves**

#### **Interim Audit**

I confirmed that the 26-27 budget setting process has been completed. A detailed budget was reviewed and approved at the November Full Council (minute 119). Council Tax base has now been received and precept will be approved at the December Full Council. Precept is due to be held at 25-26 levels.

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

The Clerk produces a detailed financial report for review by the Finance Committee at regular intervals in the financial year. Minutes for the October 25 meeting confirmed the following reports were produced for end of quarter 2.

- Bank reconciliations – all accounts
- Budget monitoring report
- Reserve balances
- Review of outstanding debtors.

I reviewed the month 6 budget monitoring report produced for this meeting . It is comprehensive, up to date and there was no evidence of material overspends. I checked an unbudgeted spend on Holton Pavilion, this has been funded from earmarked reserves.

### **Final Audit**

Reserves at 31 March 2026 were £340,511 (24-25 £332,370).

Earmarked reserves at year end were £227K. Largest reserves are set out below:

- CIL – 36K
- Littleworth Field - £20K
- Pavilions - £70K
- Play Equipment - £40K
- Traffic Measures - £17K

Reserves are reviewed regularly at Finance Committee. The most recent review was completed at the April 26 Finance Committee; this is confirmed in minutes of the meeting.

General reserves at 31 March 26 were £113K, this 65% of precept, and about the mid-point of levels recommended in the SAPP Practitioners' Guide.

### **E. Income**

#### **Interim Audit**

I selected a small sample of transactions from sales day book. I checked transactions from Sage back to :

- Remittance advice from district council - £10k section 106 monies - credit also checked to bank
- Sale of Christmas stall slot – agreed to invoice and I checked to approved fees for 25-26.

Sales ledger at audit date was £425, all current debt. The sales ledger is well managed.

### **Final Audit**

Precept per box 2 to the accounts was £169,011 (24-25 £160,963). This has been agreed to third party documentation provided by central government.

Income per box 3 to the accounts was £78,412 (24-25 £41,550).

I reviewed 1 further transaction, selected from the final quarter of the financial year, a grant of £37,500 from SODC for the Church Road Playground. This was checked from cashbook, to remittance note and to bank statement.

### **F. Petty cash**

The Council does not use petty cash.

### **G. Payroll**

#### **Interim and Final Audits**

Staff costs per box 4 to the accounts were £67,379 (24-25 £65,230).

Payroll is processed in house by the accountant, using the HMRC Basics package. All monthly changes to the payroll are input by the accountant, once timesheets have been received and signed off. A company and individual payslip is produced using the payroll system. Payments are then set up at bank, and payments are authorised by councillors as part of the standard payment system. The payroll journal is loaded on to Sage by the bookkeeper.

I checked August 25 payments . Net pay / HMRC payment and nest payment agreed to HMRC Basics .

I carried out testing of payments made to 2 officers in August 25. I confirmed that all pay could be confirmed, via timesheets to contracted rates of pay for these officers. I wish to raise one minor point. The Assistant Clerk's timesheet for August had no authorisation. This should have been approved by a councillor before payment, given staffing levels at the time.

I checked the Council's PAYE account with HMRC. There are no overdue payments, and submissions were up to date at the time of the audit.

I confirmed that box 4 of the accounting statements contains only staff costs at my final audit. Locum Clerk costs are correctly coded to other expenditure, as required by accounting rules in this sector.

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

### **H. Assets and investments**

#### **Final Audit**

Fixed assets per box 9 to the accounts were £ 178,456 (24-5 £176,390).

I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed. All changes were approved when the asset register was reviewed at Full Council in March.

Additions of £2K have been recorded on the asset register. A schedule of additions has been provided, main items are 2 new laptops. The new playground has not yet been added to the asset register. This is because the playground had not been commissioned at 31 March. This is consistent with the approach recommended in the SAPPP Practitioners' Guide

5.62. Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

No deletions from the Fixed Asset Register in 25-26.

### **I. Bank reconciliations**

#### **Interim Audit**

The Council has 4 bank accounts. 2 held with Barclays Bank, 2 with Unity Bank. A short-term investment is held with CCLA.

I re-performed the September 2025 bank reconciliation. I found no error in the reconciliation. All balances on the reconciliation were agreed back to sage and to bank statements. Arithmetic was checked. I also confirmed that the detail of bank balances and the reconciliation were reviewed at the October meeting of Finance Committee ( The bank reconciliation has been signed as reviewed by the Chairman of the Finance Committee.)

The Council has an investment policy, as required by regulations, This is due for update in the new calendar year, the investment policy should be reviewed annually.

#### **Final Audit**

Cash per box 9 to the accounts was £ 314,138 (24-25 £326,762)

I reperformed the year end bank reconciliation. I agreed all balances to SAGE and to bank statements. Arithmetic was also checked. The reconciliation has been signed as reviewed by an officer and a councillor.

### **J. Year-end accounts**

WPC has produced accounts on the accruals basis, this is required as income / expenditure is above £200k. A reconciliation between Box 7-8 of the accounts has been prepared, for external audit review, and creditor and debtor listings support this reconciliation. An explanation of year-on-year variances has also been prepared and provides detailed explanations for review by external audit.

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

**L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements**

As a larger Council, with income / expenditure in excess of £200K, WPC is required to follow the 2015 Transparency Code. I was able to confirm that data required by the Code could be located on the Transparency tab on the Council website, and specifically confirmed that the following information was up to date;

- Payments over £500, published to end March 26
- 25-26 grants published
- Land and assets – 25-26 update published.

**M: Arrangements for Inspection of Accounts**

Inspection periods for 24-25 were set as follows

Inspection - Key date	
Accounts approved at Full Council	3 June Full Council
Announcement	17 June
Inspection period begins	18 June
Inspection period ends	29 July
Correct length	Yes – 30 working days

The Council has complied with regulations.

**N: Publication requirements 24-25 AGAR**

**Interim Audit**

I confirmed that the Council has correctly loaded the audited accounts, annual governance statement and audit certificate for 24-25 on to the Council website. The conclusion of audit certificate has been published, with a date of 15 August . This is before the statutory deadline of 30 September. The external audit certificate is published on the Council website, dated 13.8.25.

The audit certificate was clear, with matters raised in the “other matters” section of the certificate, relating to documents requested by external audit. These were supplied, so there are no matters to take forward to 25-26.

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

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

**Final Audit**

The Council has completed a review of data management practices following the addition of Assertion 10 to the Annual Governance Statement. The Council has concluded that it meets the requirements of assertions 10 as set out in the SAPPP Practitioners' Guide. I reviewed council policies and procedures and confirmed:

- The Council has an IT policy in place – this and supporting policies were reviewed at the February Council meeting
- Accessibility check of the Council website has been completed by the locum clerk, the website is largely compliant
- .gov emails in place for all council email addresses
- Transparency code and other reporting requirements have been met

I am content to sign off that the Council has met the requirements of this control objective.

**P. Trusteeship**

**Interim Audit**

The Council is not a trustee

I would like to thank you and Tracy for your assistance with the audit. I attach my invoice and the Internal Audit Report from the AGAR for your consideration. I look forward to working with you again in 26-27.

Yours sincerely



Mike Platten CPFA

## Appendix A

### Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area.	For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year. This should support a positive response on the Annual Governance Statement.	<b>All areas of compliance have been achieved. This is contained with the Review of Effectiveness which was reviewed at the following meeting- Full Council Minutes 02/03/2026 #200i</b>
The Assistant Clerk's timesheet for August had no authorisation.	This should have been approved by a councillor before payment, given staffing levels at the time.	<b>With a new Clerk and Locum Clerk now in place the Assistant Clerk's timesheet is authorised by one of them.</b>

No Points Raised At Year End Audit

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP

## Appendix B

### Internal Audit Control Objectives – Marked as not covered

Control Objective	Area for Audit	Why this has not been audited
F	Petty Cash	No petty cash at this council
K	Exemption from Limited Assurance Review	Council completed review in 24-5
P	Trust Funds	No trusts at this council

☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road. Farnham GU9 8BP