

ANDROMEDA ADMIN

Internal Audit Services

INTERNAL AUDIT REPORT

Council: Bilton Parish Council
Financial Year: 2025/2026
Internal Auditor: Su Todd, Andromeda Admin
Date of Audit: 9 June 2026

Introduction

This report summarises the internal audit work undertaken for the 2025/2026 financial year and provides an independent review of the Council's governance, risk management and internal control arrangements.

Scope of Audit

The audit was conducted in accordance with the Accounts and Audit Regulations 2015 and the Practitioners' Guide for Smaller Authorities. The review included an examination of financial records, governance documentation, website compliance and publication requirements.

Summary of Findings

Overall, the Council's records and systems were found to be well maintained and organised. The financial accounts were precise, clear and easy to follow, with supporting documentation readily available for inspection. Council agendas and minutes were well presented and demonstrated good administrative practices.

The Council website was visually appealing, easy to navigate and contained the information expected for transparency and compliance purposes.

The findings identified during the audit were limited to a small number of policies and documents which are considered good practice to adopt and publish.

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Detailed Recommendations

Area

Recommendations

Assertion 10

Ensure website and required policies meet requirements

Internal Controls

Implement quarterly internal controls in line with section 2.6 of the Financial Regulations

Minutes

Clearer identification of resolutions

Policies and Procedures

Adopt further policies and procedures

Conclusion

The Council demonstrates a good standard of governance, financial administration and transparency. The systems of internal control reviewed during the audit were found to be adequate. The recommendations within this report are intended to further strengthen compliance, governance arrangements and best practice procedures.

Signed

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..... S. TODD

Date

..... 09/06/2026

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