



Internal Audit Report.

Council:	North Thoresby, Waithe and Grainsby Parish Council
Internal Auditor:	Danielle Onyskiw
Year Ending:	31 st March 2026
Date of Report	19/05/2026

This internal audit has been conducted in accordance with SAPP Practitioners' Guide - March 2025 - Section 4 'Internal Audit'. It is recommended that a council completes an intermediate mid-year audit which allows any weaknesses in governance and internal controls to be corrected during the financial year and an end-of-financial-year audit.

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and sampling tests undertaken by me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to further audit enquiries being raised and the external auditor issuing a qualified opinion.

Lincolnshire Association of Local Councils
Internal Audit Report.

To the Chairman of North Thoresby, Waithe and Grainsby Parish Council

I have examined council business documents including policies, agendas & minutes, accounting and financial statements and other documents relevant to this internal audit.

I confirm that I am independent of the council, its officers and councillors and its activities and I identified no conflicts of interest to my work with this council to the best of my knowledge.

The results of this internal audit are recorded on the next page. If any part of the audit was found to 'unsatisfactory' I have provided recommendations to improve the weakness identified.

The audit was carried out using data published on the Councils website and documents provided by the Clerk.

I wish to thank the Clerk & RFO for supplying supporting documentation and evidence as required / requested during the internal audit process.

Yours sincerely

Danielle Onyskiw

Internal Auditor

Lincolnshire Association Local Councils

Date: 19th May 2026

Area of work checked	Outcome
Implementation of previous auditor recommendations	Weaknesses identified
Implementation of previous AGAR weaknesses/ recommendations	Weaknesses identified
Key Governance Review	Evidence Produced
Transparency	Weaknesses identified
Accounting	Evidence Produced
Budget	Weaknesses identified
Income Control	Evidence Produced
Bank Reconciliation	Evidence Produced
Petty Cash	Not applicable
Asset Control	Evidence Produced
Risk Management	Evidence Produced
General Administration	Evidence Produced
Proper Process/Practice	Evidence Produced
Payroll/HR	Weaknesses identified
Information and Data Compliance	Weaknesses identified
Transaction spot checks	Evidence Produced
Year-end process	Evidence Produced
Allotments	Not applicable
Cemetery/burials	Not applicable
Charities	Not applicable
Community Buildings	Evidence Produced
Markets	Not applicable
Other:	Not applicable
Other:	Not applicable

A completed LALC Internal Audit checklist accompanies this report which details areas of concern.

Recommendations and findings

1. KEY GOVERNANCE REVIEW

Standing Orders – Reviewed and adopted August 2025 and published on the Parish Council website.

Financial Regulations – Reviewed and adopted August 2025 and published on the Parish Council website.

Terms of Reference – Not enough elected members to quantify committees.

Councillors Code of Conduct - Reviewed and updated September 2025.

Insurance - Insurance cover is in place. It does expire this month and on the agenda for May to ratify for next year.

Publication Scheme- Reviewed and published in November 2024.

2. TRANSPARENCY

Inspection of public records – The arrangement for the inspection of public records was not announced until 08/09/2025 after the temporary Clerk had been appointed.

Previous Internal Audit - The previous internal audit (including the relevant section of the AGAR) is published online. However it is evident that the audit was not completed and published until 04/09/2025.

The end of year accounts were not published until 04/09/2025.

Previous External Audit – The previous external audit was not completed. Details can be found on the Parish Council website.

Asset register - The asset register has been updated and published on the parish council website.

3. FINANCE

VAT – There is no evidence that VAT claims have been made for the 2025/26 period. VAT reclaim to be done by the Clerk.

Budget income and expenditure - It is unclear from the minutes published that income and expenditure amounts were given to full council in support of the precept.

Precept amount properly minuted – The minutes do not provide a precept amount.

General Reserves – It is evidenced that a review of general reserves was done in 2024 – to be reviewed 2026/27.

4. MANAGEMENT

HR Policy – Not evidenced, to be reviewed 2026/27

GDPR / Data Protection Act policies - Not evidenced, to be reviewed 2026/27

IT policy - Not evidenced, to be reviewed 2026/27

Conclusion

The appointment of the Clerk/RFO in July 2025 has allowed the Council to implement a significant amount of the previous internal auditor's recommendations which has been evidenced in the accompanying checklist and the report.

I am satisfied that the year-end account and balances for the 2025/26 period are accurate and supported by bank statements and other supporting documentation.

The Council will continue being supported by the Clerk/RFO who will keep improving procedures and resolving historical issues to ensure the effective running of Council business.

Recommendations regarding the Annual Governance Statement 2025-26

The requirements to state 'Yes' for each assertion is described in Chapter One Practitioners Guide 2025-26.

Annual Governance Statement Assertion	Internal Auditor comments
<p>Assertion 1 - Financial management and preparation of accounting statements <i>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</i></p>	Satisfactory
<p>Assertion 2 - Internal control <i>We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</i></p>	Satisfactory
<p>Assertion 3 - Compliance with laws, regulations and proper practices <i>We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.</i></p>	Satisfactory
<p>Assertion 4 - Exercise of public rights <i>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</i></p>	<p>Practitioners Guide 2025, 1.27 Exercise of public rights - The authority provided for the exercise of public rights as set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 which states</p> <p>'15 - the responsible financial officer for a relevant authority must, on behalf of the authority, ensure that commencement of the period for the exercise of public rights under regulation 9(1)(b) or 12(3)(a) (as the case may be), takes place on such a day that ensures that the period referred to in regulation 14(1) includes—</p> <p>(a)the first 10 working days of June of the financial year immediately following the end of the financial year to which the statement relates, where that authority is a Category 1 authority; or</p> <p>(b)the first 10 working days of July of the financial year immediately following the end of the financial year to which the statement relates, where that authority is a Category 2 authority.'</p> <p>Recommended that the council answers 'no' to assertion 4.</p>

<p>Assertion 5 — Risk management <i>We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required</i></p>	<p>Satisfactory</p>
<p>Assertion 6 — Internal Audit <i>We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</i></p>	<p>Satisfactory</p>
<p>Assertion 7 — Reports from Auditors <i>We took appropriate action on all matters raised in reports from internal and external audit</i></p>	<p>Not all recommendations have been completed. Recommended that the council answers 'no' to assertion 7.</p>
<p>Assertion 8 — Significant events <i>We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.</i></p>	<p>Satisfactory</p>
<p>Assertion 9 — Trust Funds (local councils only) <i>Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</i></p>	<p>Not applicable</p>
<p>Assertion 10 - Digital and data compliance <i>We considered and implemented the requirements to protect data and information.</i></p>	<p>Proper practices in The Practitioners Guide 2025, 5.121. states 'Compliance with policies - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations' And 5.124. states 'Data Protection - To ensure compliance with data protection regulations, smaller authorities should: Implement a Data Protection policy on data handling, storage and sharing. Recommended that the council answers 'no' to assertion 10.</p>

-End of Internal Auditor's Report-