

**INTERNAL AUDIT REPORT  
SEALAND COMMUNITY COUNCIL  
2024/25**

The internal audit is carried out by the following testing of the internal controls specified on the Annual Return for local councils in Wales:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements
- Where the Council is Sole Trustee of a Charity, checking that the Council has procedures in place to meet its responsibilities as a sole trustee

**Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**JDH Business Services Limited    06/05/2025**

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	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW-UP</b>
1	<p>A review of staff costs identified a minor error on the annual return:</p> <p>Staff costs includes a £144 payment to SLCC which should be classed as ‘other payments’.</p>	<p><i>The annual return should be amended as follows:</i></p> <p><i>Staff costs = £17,228</i></p> <p><i>Total other payments = £40,355</i></p>	<p><b>Annual return amended before internal audit signing to state correct values</b></p>
<b>2023/24 internal audit</b>			
1	<p>A review of staff costs identified a minor error on the annual return:</p> <p>Staff costs includes a £40 payment to the ICO which should be classed as ‘other payments’.</p>	<p><i>The draft annual return should be amended as follows:</i></p> <p><i>Staff costs = £15,448</i></p> <p><i>Total other payments = £38,183</i></p>	<p><b>Annual return amended before internal audit signing to state correct values</b></p>