

Internal Auditor's End of Year Report to March 31st 2026 for Great Longstone Parish Council

Introduction

This Audit was done on a sample basis of documents supplied by the Clerk and further documentation requested and supplied by the Clerk.

Audit

I have examined the following items:

Cashbook 2025-2026
2024/2025 Agar documents
Minutes
Bank Statements Unity Trust & RBS
VAT records
Sample of Invoices
Explanation of Variances
Budget & Precept

Outcome

Well organised administration, with detailed Minutes and clear Financial records. VAT was recorded and the March minutes recorded the repayment. No problems were identified and the Clerk, Simon Headington, is to be congratulated on his hard work during the past year and the achievement of his CiLCA Certificate. His contract as Clerk/RFO was Minuted in January 2026, to commence on February 1st. A scanned copy was forwarded on request.

A sample of invoices revealed one made out to a firm rather than GLPC, but the Clerk gave a satisfactory explanation for this.

Problems with possible soil contamination in the Allotments were clearly detailed and a waiver of rental fees from April 2025- March 2026 was noted.

Conclusion

I would like to record my thanks to Simon Headington for his carefully prepared submission and prompt response to all correspondence.

This concludes my Internal Audit Report, carried out as part of the DALC Audit Team.

Lesley-Ann Brown

24th April 2026