

To all councillors

2026 REVIEW OF INTERNAL AUDIT PROCEDURES

The review should consider:

whether the scope of an audit plan is adequate and the Audit Plan Terms of Reference have been approved by Parish Council

whether the internal auditor is sufficiently independent

whether the internal auditor is sufficiently knowledgeable about parish council finance systems

whether councillors understand their responsibility to review financial controls

whether audit planning and reporting are adequate

whether the audit plan takes account of risk and has been approved by Council

Clerk to the Council

HOCKLIFFE PARISH COUNCIL – AUDIT PLAN TERMS OF REFERENCE

1. Budget/Precept is set with due regard to Risk Assessment Plan and future developments in Hockliffe.
2. Financial controls include every Parish Council meeting a financial report circulated, use of correct powers to make payments, proper reclaim of VAT.
3. Annual review of grant expenditure/payments.
4. Adequate insurance cover is provided for all activities and equipment of Parish Council responsibility.
5. Annual internal audit is carried out by an individual who is independent of Hockliffe Parish Council but familiar with parish council procedures and in line with requirements as set by the Audit Commission. The individual to be varied from time to time. The internal auditor appointed for 2025/6 audit is Lizzie Barnicoat (Resolution at March 2026 Parish Council Meeting).

Recommendations of internal and external auditors are considered by Council.

Internal audit system to reviewed annually.

Resources are made available for internal audit.

HOCKLIFFE PARISH COUNCIL – AUDIT PLAN 2026/27

1. Thorough review of Council expenditure to enable the setting of the precept.
2. Clerk to continue to produce transaction statements every Parish Council meeting, indicating section 137 payments in Council minutes and reclaiming VAT annually.
3. Council to review public liability, assets, libel and slander and Clerk's fidelity annually prior to renewal of insurance premium.
4. Annual internal audit to be carried out by an individual who is independent of Hockliffe Parish Council and familiar with the workings of a Parish Council.
5. Recommendations of internal and external auditors to be considered by Council when received.
6. Internal audit system to be reviewed annually.
7. £400 allocated for internal and external audit fees (for 2025/26 audit).

Resolved at Parish Council Meeting 9th March 2026