



# THE GAPTC

## Internal Audit Service

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### **A Checklist for Audit-Document Submission**

This checklist mirrors the electronic submission form that clerks will use to provide all necessary documents and details for their internal audit. The information submitted will be reviewed by the auditor, who will then conduct the audit and prepare both the audit report and completion of the relevant items on the Annual Governance and Accountability Return (AGAR).

To help clerks prepare for the online submission, we are making this checklist available in advance. By using it to gather all required materials ahead of time, clerks can ensure a smooth submission process, avoid unnecessary back-and-forth communication with their auditor, and free up valuable time for other council responsibilities. This proactive preparation will also help prevent additional costs associated with incomplete or delayed submissions.

## Overview of the GAPTC Internal Audit Service Submission Checklist

The GAPTC Internal Audit Service (IAS) has been carefully designed to streamline the audit process and support clerks in meeting their responsibilities. This checklist mirrors the electronic submission form that clerks will use to provide all necessary documents and information for their internal audit. By preparing ahead with this checklist, clerks can ensure they have everything in place, helping to avoid unnecessary delays or back-and-forth communications with auditors.

The checklist covers key areas, including governance, financial management, payroll, transparency, and risk management. It provides clear instructions on required documents, such as financial regulations, bank reconciliations, risk assessments, and the AGAR. For areas that may not apply to all councils, optional questions allow clerks to clarify their council's specific circumstances.

### What to Expect from the Service

**Thorough and Professional Audits:** Auditors will use the submitted documents to conduct a detailed review, ensuring compliance with legal and governance standards.

**Tailored Support:** GAPTC offers support to clerks through regular drop-in sessions, as well as resources and guidance to help clerks navigate the submission process. Find a schedule for the drop-ins as well as links to join on our website ([www.gaptc.org.uk/audits](http://www.gaptc.org.uk/audits)).

**Efficient Process:** The electronic submission form and this checklist help reduce errors and delays, freeing up clerks' time and avoiding additional costs.

Using this checklist will not only simplify the process for clerks but also ensure a smooth and professional experience for all councils. If you have questions or need further assistance, GAPTC is here to help.



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### Council Details:

- Name of Council
  - Name of Clerk/Officer responsible for the Internal Audit
  - Contact email address
  - Contact telephone number
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### Section 1: Governance and Policies (Required for All)

#### 1. Our Financial Regulations have been reviewed this year

- a. Yes
- b. Provide the date of the meeting **AND** the minute reference where these were reviewed
- c. Provide a website link to where the reviewed Financial Regulations can be viewed

#### 2. Our council has reviewed its Standing Orders this year

- a. Yes
- b. Provide the date of the meeting **AND** the minute reference where these were reviewed
- c. Provide a link to where the reviewed Standing Orders can be viewed on your council's website

#### 3. The Code of Conduct has been reviewed in the last two years

- a. Yes
- b. Provide the date of the meeting **AND** the minute reference where these were reviewed
- c. Provide a website link to where the Code of Conduct can be viewed

## Section 2: Finance and Accounting (Required for All)

### 4. Bank reconciliations are regularly carried out and up to date

- a. Yes
- b. Please upload ONE bank reconciliation per quarter
  - 1 January–31 March 2024
  - 1 April–30 June 2024
  - 1 July–30 September 2024
  - 1 October–31 December 2024

\*Note: If your expenditure does not warrant quarterly recons upload two bank reconciliations from different periods

### 5. VAT claims/returns have been submitted and are up to date

- a. Yes (this includes councils that are not VAT registered) / No VAT claims/returns were made
- b. Please upload a copy of your most recent VAT claim/return and submission confirmation

### 6. Section 137 of the Local Government Act 1972 has been accurately applied and accounted for

- a. Yes / Section 137 does not apply to our council, we have adopted the General Power of Competence (See Question 20)

**Your council's electoral figure is available on GAPTC's website ([gaptc.org.uk/wiki/category/39/](http://gaptc.org.uk/wiki/category/39/)) AND the spending limit for Section 137 in 2024-25 is £10.81**

- b. Give your council's electoral register figure for the current year
- c. Our S137 spending limit for the current year is £
- d. Please upload a list of Section 137 payments

**7. Direct debits have been reviewed and authorised for 2024/25**

- a. Provide the date of the meeting **AND** the minute reference where this took place
- b. Provide the website link where these minutes can be viewed

**8. A cashbook provides an overview of the council's financial activities and allows for a sample of payments and receipts to be reviewed**

- a. Please upload a copy of your council's cashbook showing all transactions for the year to date

\*Note: Your auditor will contact you for a random sample of payments/receipts or income/expenditure from which they will confirm an accurate audit trail.

**9. The council has a system of internal controls in place**

- a. Yes / We do not have Internal Controls in place and require support to meet this criterion
- b. Provide the website link to where this policy can be viewed
- c. Please upload a document, signed by Councillor/s indicating that internal checks have taken place this year

**10. The budget, precept and reserves analysis for 2024-25 has been approved by the FULL council**

- a. Yes
- b. Provide the date of the meeting **AND** the minute references where the budget and precept were approved
- c. Provide the website link/s where these minutes can be viewed

- d. Please upload a copy of the detailed budget, that includes the precept and all reserves, as approved by council (NOT a summary budget)
- 11. End year accounting statements have been prepared correctly; they match the cashbook and are supported by an appropriate report**
- a. Yes
  - b. Provide the date of the meeting **AND** the minute reference where the end of year accounts were noted
  - c. Provide the website link where these minutes can be viewed
  - d. Please upload the council's end of year accounts. \*Note: Where applicable councils should also upload a debtors and creditors report
- 12. During the year, the Council has periodically reviewed expenditure against budget**
- a. Yes
  - b. Provide the dates of the meetings where the reports were noted
  - c. Provide the minute references for the meetings where the reports were noted
  - d. Provide the website links where these minutes can be viewed
  - e. Please upload TWO Budget Comparison (Budget v Spend) Reports
- 13. All petty cash payments are supported by receipts, are approved and VAT has been appropriately accounted for**
- a. Yes / My council does not have petty cash
  - b. Please upload a report of petty cash payments

**14. Insurance cover has been reviewed and, if necessary, updated**

- a. Provide the date of the meeting AND the minute reference where this was reviewed
  - b. Provide the website link where these minutes can be viewed
  - c. Please upload your council's policy schedule
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**Section 3: Payroll and Employment (Required for All)**

**15. All employees have a contract of employment**

- a. Yes
- b. All employees are on the current NALC standard employment contract? Yes / No
- c. Please upload the contract, signed by the Chairperson and employee, for your most recently employed clerical staff member  
\*Note: If any employees are on different contracts, we may ask to see them (You will be contacted)

**16. PAYE and National Insurance have been properly applied and reported**

- a. Yes
- b. Please upload ONE HMRC submission for each employee
- c. Please upload the P32 Report (if available)

## Section 4: Transparency and Public Rights (Required for All)

**17. Our Annual Governance and Accountability Return (AGAR) is published on our website**

- a. Yes
- b. Provide the website link where the AGAR can be viewed

**18. The council has provided for the exercise of public rights as required by law**

- a. Yes
- b. Please upload a copy of the Notice of Public Rights

**19. Were matters raised in the 2023/24 internal and/or external audit which required the council's attention?**

- a. No/Yes
- b. If yes, list them and state what actions the council has taken to address them. If action was required, but no actions have been taken, please give reasons.
- c. Provide a website link to the previous year's external audit (if applicable).
- d. Provide the date of the meeting **AND** the minute reference where the internal and external\* audits were reviewed.

\*Note: External audits are not applicable to all councils

- e. Provide the website link where these minutes can be viewed.

### **Councils below £25,000**

- f. Did council confirm exemption from external audit?
- g. Provide the website link where the exemption can be viewed.



## Section 5: Additional Information (May Not Apply to All Councils)

### 20. Our council has formally adopted the General Power of Competence

- a. Yes/No
- b. Provide the date of the meeting **AND** the minute reference where this was approved
- c. Please provide a website link to where these minutes can be viewed
- d. If no, please give a reason why your council has not adopted GPC

### 21. Assets (e.g., play areas, buildings) have been inspected

- a. Yes
- b. Please specify which assets have been inspected:
  - Play areas
  - Trees
  - Land/buildings
  - Street furniture
  - Other assets
- c. If 'other', please say what they are
- d. Please upload the most recent inspection report for each asset selected above

**22. An asset review has been conducted this year**

- a. Yes
- b. Provide the date of the meeting **AND** the minute reference where this was reviewed
- c. Provide the website link where these minutes can be viewed
- d. Please upload a copy of the asset register

**23. Risk management of all council's responsibilities has been reviewed and is up to date**

- a. Yes
- b. Provide a website link to the council's Risk Management Policy
- c. Provide the date of the meeting **AND** the minute reference where it was reviewed this year
- d. Provide a website link to the minutes

**24. Services and items purchased comply with Financial Regulations/procurement rules**

- a. Yes
- b. Please upload details of contracts and tender documents (if applicable)

**Town and Parish Councils over £200k gross income/expenditure must provide:**

- c. Minute reference/s for contracts over £5,000, your auditor will request a sample (if necessary)

**25. The council has fulfilled its responsibilities as a managing trustee for any trust funds**

- a. Yes
  - b. Charity/Trust Name
  - c. Charity/Trust Number
  - d. Please upload the 2023-24 AGM minutes for the Charity/Trust
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**Submit**

## What Happens After You Submit Your Documents?

Once all documents have been electronically submitted clerks can expect the following process:

**Acknowledgement of Submission:** The clerk will receive a confirmation email acknowledging that their documents have been received.

**Assignment of an Auditor:** GAPTC will assign an internal auditor to the council based on proximity, availability, and council needs.

**Document Review:** The auditor will review the submitted documents to ensure completeness and accuracy. If any additional clarification or documents are needed, the auditor will contact the clerk.

**Audit Process:** The auditor will use the provided materials and GAPTC's audit template to conduct the audit.

**Draft Audit Report:** Once the audit is complete, the auditor will prepare a draft report highlighting their findings. If any issues are identified, the auditor may request a follow-up discussion or clarification.

**Final Audit Report:** The final audit report will be sent to both the clerk and chairperson. This report will include any recommendations for improvements and confirm compliance with statutory requirements.

**Completion of AGAR:** The auditor will complete the Annual Internal Audit Report section of the AGAR, based on their findings.

**Invoice Issued:** GAPTC will send an invoice for the completed audit with the final audit report. This will reflect the banded fee and any additional charges if extra work was required.