Leek Town Council

Internal Audit 2025/26

JDH BUSINESS SERVICES LTD

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

The internal audit of Leek Town Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- 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)
- Review of year-end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.
- Review of Assertion 10 (Annual Governance Statement) requirements.

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 NOT in place,** adequate for the purpose intended and effective, and the recommendations reported in the action plan overleaf should be implemented . 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

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
2025/26 internal audit			
1	The draft year-end accounts, balance sheet and supporting accounts information provided for internal audit were materially incorrect and showed a negative level of general reserves of -£3570. The items below detail the more significant errors: - Creditors included £10000 for an election that had not even occurred in 25/26 and was not due to occur until 26/27. This should have been classified as an earmarked reserve. - A provision for doubtful debts of £6616 had been included in the balances, **without actually recording the original debtors.** Therefore, debtors in the draft balance sheet were a negative figure of -£5802.	***RECURRING ISSUE*** ***The council is an income and expenditure council and must ensure at each year end that comprehensive year end procedures are applied to completely and accurately capture all accruals, creditors, non VAT debtors, prepayments and receipts in advance for inclusion in the year end trial balance and balance sheet and income and expenditure accounts.*** ***Officers need to understand how to reflect debtors and bad debt provisions within the year end accounts.*** ***A signed lease with the organisation renting the hall must be established including covering all requirements for sub-letting and setting out required rental terms and payment profiles.***	**Scribe has an area for doubtful debt.** **The RFO put the Bank House debts in this area as it s doubtful that the Council will be able to reclaim these debts due to instability of new tenants at Bank House.** **It has been extremely difficult to get a lease signed. This is now complete, but not at the time of the audit.**

	ISSUE	RECOMMENDATION	FOLLOW UP
	The clerk amended the draft accounts to reflect the above items, however, the provision for doubtful debts of £6,616 was completely removed from the accounts. The final general reserve disclosed in the accounts was £7,732, but this does not reflect actual general fund balances as the clerk has confirmed there is £6,616 of debtors whose recoverability is doubtful and the provision for these has been removed from the draft accounts. Therefore, if the provision was reinstated, general reserves would be £1.116 in the SCRIBE accounts. We are informed that the debtors relate to an occupant of the hall, but no signed lease is in place with the organisation. In addition, although the organisation sublets the hall there is no signed agreement in place to formally approve this and to set appropriate conditions of usage		
2	The level of General Reserves remaining after corrections were posted to the draft accounts by the clerk are critically low and close to zero once the effect of the bad debt	***The council must budget to replenish general reserves to adequate levels in the next precept setting process as previously reported there is a significant risk of the council running out of balances. We note a***	**The Council raised the precept by 24% which is considerably more than they have ever done before. The RFO explained to the Council abour needing to raise the precept**

	ISSUE	RECOMMENDATION	FOLLOW UP
	provision noted above is taken into account. The external auditor has also reported on the low level of reserves.	***substantially increased precept has been set for 2026/27 and that the minimum balances recommended by sector guidance of 25% of the precept would be £68,487.***	**more, but it was the Councils decision to set the precept at 24% It is unfortunate that our past Mayor died and that a by election was called with an estimated cost of £10,000.00**
3	Although a risk assessment was produced and approved by council in May 2025 the response provided to this question in the internal audit checklist was 'YES but called Internal Controls MIN REF 18th Nov 2025'. Therefore, there was a lack of understanding that a risk assessment had actually been carried out.	*It is very important that officers understand the difference between the council annual risk assessment which should aim to cover all financial, governance, service and operational risks with effective mitigation actions, and the internal control review which assesses the effectiveness of systems of internal controls within the council.*	**Leek Town Council has many policies and many committees and trying to get all the documents approved has been a challenge when there is so much work to do. The staff have done their best to bring all the documents up to date for approval.**
4	The information reviewed at the time of the internal audit indicated that payments over £500 are not published quarterly on the website as required by the Local Authority Transparency Code 2015.	*The council should ensure the website is maintained up to date and that it complies fully with the publication requirements of the Local Authority Transparency Code 2015.*	**The website has been improved but the internal auditor has still found faults. The Council need to decide to invest in a new website at more expense or to try to fix the problems with the current site.**
5	The minutes for the finance committee meetings held in June, September, November, and December 2025 were not published on the council website at the time of the internal audit. Only	*All minutes must be published on the council website.*	**The Finance committee meetings were confidential and the clerk omitted to publish outline minutes of decisions made. No decisions**

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	the agendas for these meetings were available on the website.		**were made only recommendations to the January full Council**
6	There is no accessibility statement published on the council website to demonstrate the level of council compliance with accessibility requirements. The Practitioners Guide states: ‘All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).’ An accessibility statement demonstrates the council commitment to digital inclusion, detailing how accessible the website is. The statement is a transparency tool, outlining compliance with WCAG 2.2 standards listing known issues and providing contact methods for feedback. The level of accessibility of the website should be reviewed regularly and the accessibility statement updated accordingly.	*The council must adopt and publish an accessibility statement and ensure compliance with* the *Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).*	**The Clerk removed the website accessibility statement to update it following an upgrade. This was not completed at the time of the audit.**

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7	There is no adopted data protection policy published on the council website. A comprehensive data protection policy establishes the rules for lawfully, fairly, and securely collecting, storing, and managing personal data, ensuring transparency, privacy, and accountability.	*The council needs to adopt a data protection policy that comprehensively covers all data protection issues and refers to the correct legislation.*	**The Council have a draft data protection policy, but to date this has not been approved.**
8	Only an order summary email was provided for the following Amazon payment processed in SCRIBE: • Tn 216, Centenary Exhibition, 21/08/2025, Current Account, Art & Design work, Amazon, S, Net £94.92, £18.98 VAT, Gross £113.90. The order summary did not state a VAT charge although VAT had been accounted for In SCRIBE. The payment was for display easels. The clerk subsequently identified the VAT charge was incorrect and should have been £nil	*VAT must be accounted for correctly in SCRIBE based on actual VAT invoices.*	**The internal auditor took samples from the Clerk of invoices before the Clerk had finalized the year end accounts, so this item had been entered incorrectly but the item was corrected before the AGAT+R was presented to Council.**

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9	A duplicate payment was made in September 2025 to L. C. Construction Ltd of £4,386 that was refunded to the council.	*The council must establish improved internal controls to prevent duplicate payments*	**The RFO had used a payment schedule to set up a payment, but had then been houned by the company for non payment, and made a mistake and paid the invoice again not realizing the scheduled payment had not gone out. This resulted in a double payment which was quickly found and rectified with the company.**
10	None of the HMRC payments from the August 2025 payroll sample from SCRIBE individually agreed to the PAYE /deductions documentation provided, although the sum of these payments agreed to the total paid. The clerk confirmed this had occurred because the payslips were not on hand when the entries were made.	*Payroll taxes must be completely and accurately processed within the SCRIBE ledger.*	**The Clerk had entered a block payment to PAYE and meant to go back to split the entries but this was found in the internal audit before the end of year accounts were completed.**
11	No documentation was provided for the following income transaction: • Tn 111, Christmas, 02/12/2025, Current Account, Fun Fair Fee, £1,600.00	*Supporting invoices/vouchers must be issued and retained for all fees and charges*	**The Clerk has made the Council aware that all pricing policies and decisions need to be transparent and approved formally in meetings.**

	ISSUE	RECOMMENDATION	FOLLOW UP
12	There is no current Market Fees pricing policy.	*All fees and charges must be reviewed and approved by council annually.*	**The Market gazebos have been set at the same fee to the hirer since the current clerk started. The audit has brought the matte rot the Councils attention that the pricing needs to be approved each year.**
2024/25 internal audit			
1	The draft year-end accounts, balance sheet and supporting accounts information provided for internal audit were materially incorrect and showed a substantially higher level of general reserves than the actual level. This was due to the following errors: - A prepayment for an Election Recharge Moorlands £4,972, whereas in fact outstanding recharges should only have been recorded as a liability in the accounts - 'Prepayments' of £2,281 for Street lighting that were not prepayments and were simply expenditure that had occurred in 2024/25, that related to 2024/25 - Debtors totaling £13,260 termed as '3rd installment Moorlands Elections	***RECURRING ISSUE*** ***The council is an income and expenditure council and must ensure at each year end that comprehensive year end procedures are applied to completely and accurately capture all accruals, creditors, non VAT debtors, prepayments and receipts in advance for inclusion in the year end trial balance and balance sheet and income and expenditure accounts.***	**Recommendation Outstanding see issue 1.) 2025/26 above** **The Clerk is learning how to enter accruals, prepayments, debtors and creditors, but still makes occasional mistakes**

	ISSUE	RECOMMENDATION	FOLLOW UP
	Recharge £6,630 and 4th installment Moorlands Elections Recharge £6,630.' These items were clearly not debtors as the amounts were liabilities OWED by the council to the district council and recorded in creditors. The impact of the above errors disclosed a general reserve £20,513 higher than the actual level, prior to further final adjustments by the clerk to the Mayors Fundraising funds creditor and a £8,202 partial recognition of a service charge invoice received from the district council for £16,403 for prior years charges. The final general reserve disclosed in the accounts was £8,558, as opposed to the amount disclosed in the draft accounts of £29,806. Total reserves of the council reduced from £58,638 in the draft accounts to £37,390 in the final version provided to us. It should be noted that if the full amount of the service charge bill is the correct liability to the district council, then general reserves at the year end would reduce from £8,558 to £357.		

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2	As described in the above issue, the level of General Reserves (and total reserves) remaining after corrections were posted to the draft accounts by the clerk are critically low. In fact, if the service charge liability to the district council is payable in full then there would effectively be no general reserves remaining at the council at the year end according to the accounts provided. The external auditor has also reported on the level of reserves in 2023/24.	***The council must budget to replenish general reserves to adequate levels in the next precept setting process as there is a significant risk of the council running out of balances.***	**Recommendation Outstanding** **The Council raised the Precept by a significant amount, but unfortunate events have meant that any strategic increase has been used by a by-election and other problems at Bank House.**
3	The evidence provided did not substantiate the £3000 creditors in the year end accounts for Mayors fundraising.	*Documentation should be provided to support the amount included in the year end creditors for Mayors fundraising.*	**Mayors fundraising balances are included in earmarked reserves in 2025/26**
4	We note that there are a significant number of differences between the 2023/24 AGAR provided to us in last years internal audit and this years 2023/24 comparative figures and no audit trail was provided to explain all the changes. This includes the opening balance for cash and short term investments.	*When prior year AGAR accounts figures are changed, a complete audit trail should be provided explaining the reasons for the adjustments.* *The work 'Restated' should be included against prior year comparatives when figures have been amended and a full explanation of every change should be provided for external audit.*	**Implemented for 2024/25 comparatives in 2025/26 AGAR**

	ISSUE	RECOMMENDATION	FOLLOW UP
5	A 2024/25 budget setting issue is noted in the minutes whereby the budget was approved after the precept had been set, with a £10000 error in the proposed budget identified that led to a shortfall that had to be accounted for by reviewing expenditure budget headings. It is noted in the minutes that the items were approved in the wrong order and that the precept could have been changed if the budget and the £10000 budget error had been known.	*The council must improve the budget setting process and ensure an accurate income and expenditure budget is compiled and approved before the precept is set.*	**No further budget accuracy issues identified in 2025/26**
6	The council did not review, update and approve a risk assessment during the financial year.	*The risk assessment should be reviewed, updated and approved by council each financial year.*	**Implemented**
7	The AGAR accounts disclosure for fixed assets is incorrect as 2024/25 fixed assets are stated as £144,962 whereas the total fixed assets in the asset register are £1,444,962.	*The fixed asset disclosure in the AGAR accounts for 2024/25 must be corrected.*	**Implemented after the issues were also raised by the external auditor**
8	A £5000 payment error was made to a supplier as a transaction was paid as £28,902.92 instead of £23,902.92. The £5000 overpayment was received as a refund.	*The council must ensure that internal controls are improved such that the correct amounts are paid to all suppliers*	**Recommendation outstanding – see duplicate payment issue in 2025/26 report above**

	ISSUE	RECOMMENDATION	FOLLOW UP
			The Clerk is being careful to check bank reconciliation before making al payments moving forward when pressure is put on by suppliers.
9	Review of the council website indicated that the following are not published on the website as required by the Local Authority Transparency Code 2015: *PUBLICATION 32. Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:* - *reference number* - *title of agreement* - *LA department responsible* - *description of the goods and/or services being provided* - *supplier name and details* - *sum to be paid over the length of the contract or the estimated annual spending or budget for the contract* - *Value Added Tax that cannot be recovered* - *start, end and review dates* - *whether or not the contract was the result of an invitation to quote or a published invitation to tender, and*	*The council should ensure the website is maintained up to date and that it complies fully with the publication requirements of the Local Authority Transparency Code 2015.*	**Impelmented -d etailed contract information is included on a website tab**

	ISSUE	RECOMMENDATION	FOLLOW UP
	- *whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number*		
10	We were unable to utilise the council website to review all the council minutes from earlier in the 2024/25 financial year as a message in Red states 'Security check, please refresh page and try again!'. However, following this instruction still did not permit access to the minutes at the time we reviewed the website.	*The council need to ensure that the website permits access to minutes and agendas*	**Implemented**
2023/24 internal audit			
1	The information provided in the year-end balance sheet indicated that there were no creditors, prepayments, accruals or trade debtors. Therefore, the only item included in the conversion of the current and prior years accounts from receipts and payments to income and expenditure accounts was the annual VAT debtor. However, review of the SCRIBE accounting system year end reports	*The council is an income and expenditure council and must ensure at each year end that comprehensive year end procedures are applied to completely and accurately capture all accruals, creditors, non VAT debtors, prepayments and receipts in advance for inclusion in the year end trial balance and balance sheet and income and expenditure accounts.* *The council must consider adjustments to the 2023/24 accounts based on the items we have*	**Recommendation Outstanding – see 2024/25 report above**

	ISSUE	RECOMMENDATION	FOLLOW UP
	showed a debtors analysis of £906 covering primarily allotment rent outstanding. Review of our sample testing of expenditure identified a substantial unrecorded creditor in the year end accounts for the May 2023 contested election charges. The bill for £26,530 was spread over four instalments from December 2023 to December 2026. Therefore the amount of the liability outstanding as at March 31st 2024 was £19,890. Therefore, it is clear that no comprehensive review of accounting records had been carried out to identify all debtors and creditors for inclusion in the accounts at the year end. The inclusion of the above creditors in the accounts of £19,890 would reduce general reserves to very low levels.	*identified and a further comprehensive review of the accounting records by officers needs to be carried out to identify all balance sheet items.* *Clear evidence should be retained of the year end procedures applied to identify balance sheet items, with a complete analysis of items included in the balance sheet retained for audit trail purposes.*	
2	General reserves have decreased significantly over the prior year to £39,145 and at the year-end were significantly below 25% of the precept level of £178,826. However, this is before taking into account the election liabilities noted in issue 1.) above, so	*The council must review general reserves during the next budget setting process with reference to sector guidance and ensure adequate levels are maintained from year to year.*	**Recommendation Outstanding – see 2024/25 report above** **The Council will again monitor its reserves quarterly and at the next budget to increase the reserves back to a healthy level.**

	ISSUE	RECOMMENDATION	FOLLOW UP
	the exact level may be approaching 10% of the precept level. Sector guidance is that councils should aim for a general reserve level of between 25% and 100% of the precept or net operating expenditure. The Practitioners Guide also notes this recommended level of reserves.		
3	Limited evidence has been provided of detailed budgetary control information being provided to council during the 2023/24 financial year showing expenditure and income to date against budget together with explanations for significant variances as required by Financial Regulations: *4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.* We received a basic excel page for the September budgetary control report	*Robust budgetary control information must be provided to council throughout the financial year as required by Financial Regulations.*	**SCRIBE is now used to produce budgetary control information and an example from the first quarter of the financial year was provided**

	ISSUE	RECOMMENDATION	FOLLOW UP
	and a budget review for the precept setting meetings. The council prime book of record is the SCRIBE accounting system and we could see no evidence that any budgetary control reports were produced and presented to council from this system in the year.		
	The 2022/23 AGAR account comparatives have been changed over those submitted for audit in 2022/23.	*The work 'Restated' should be included against prior year comparatives when figures have been amended and a full explanation of every change should be provided for external audit.*	**Council have explained why the changes were made in feedback to the internal audit report**
4	We previously reported that gazebo hire and stall hire are standard rated VAT supplies and that the council should monitor the level of income from standard related supplies and if the level exceeds £5000 net in a financial year should contact HMRC to clarify whether VAT registration is required. The levels of hire dropped substantially in the pandemic years but now they are significant again as well as sponsorship income received.	*The council should request the NALC VAT advice service to review the following:* - *whether they consider the council needs to ask HMRC regarding VAT registration.* - *Any impacts on the partial exemption threshold of the leasing out of Bank House and the recoverability of VAT*	**Recommendation Outstanding** **The Clerk has received VAT training and has alerted the Council to the possibilities of going VAT registered.** **The Council are considering this as it prepares for the move through Local Government Re-organisation.**

	ISSUE	RECOMMENDATION	FOLLOW UP
	The council are reviewing whether to lease out Bank House. This would create potentially significant VAT exempt supplies.		
5	The information reviewed at the time of the internal audit indicated that payments over £500 are not published on the website as required by the Transparency Code. In addition, the following information is not published on the council website as required by the Local Authority Transparency Code 2015: *PUBLICATION 32. Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:* - *reference number* - *title of agreement* - *LA department responsible* - *description of the goods and/or services being provided* - *supplier name and details* - *sum to be paid over the length of the contract or the estimated annual spending or budget for the contract*	*The council should ensure the website is maintained up to date and that it complies fully with the publication requirements of the Local Authority Transparency Code 2015.*	**25/26 follow up – payments can no longer be identified in minutes as SCRIBE summary reports are included instead.** **The Clerk will research the best way to present this information in minutes, it the full list of payments in scribe is not required.** **24/25 follow up - Partially implemented as payments are included with minutes, but the contract information is not published.**

	ISSUE	RECOMMENDATION	FOLLOW UP
	- *Value Added Tax that cannot be recovered* - *start, end and review dates* - *whether or not the contract was the result of an invitation to quote or a published invitation to tender, and* - *whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number*		
6	Payroll Issues: The staff costs analysis spreadsheet provided for internal audit totalled £47,047, however, this did not agree to staff costs disclosure in the AGAR from SCRIBE of £48,004. The Employment Allowance was incorrectly claimed for 2023/24 and the liability to repay the sum due to HMRC has been paid.	 *The council should review staff costs and ensure the correct total is included in the AGAR accounts* *The council must not claim Employment Allowance as public sector bodies cannot claim this allowance.*	**Implemented**
7	Although the council reviewed a risk assessment during the financial year, minutes merely record the risk assessment is 'noted' rather than' approved'	*The risk assessment should be actually approved by council each financial year if they agree with its contents.*	**Implemented in 25/26**

	ISSUE	RECOMMENDATION	FOLLOW UP
8	The petty cash balance is negligible and petty cash was not used during the year.	*The council should consider paying the petty cash balance into the bank account if it has been determined that petty cash will no longer be used.*	**Implemented – no petty cash recorded in 2024/25 bank reconciliation**
9	The last charity annual return for year ended 31/03/23 was submitted 106 days late to the Charity Commission.	*The council as sole trustee must ensure all returns to the Charity Commission are filed within deadlines.*	**Implemented**
2022/23 internal audit			
1	Appropriate books of account were not maintained throughout the financial year as the Council adopted the SCRIBE accounting system but for the majority of the financial year this had not been completely and accurately updated with all the council transactions and the bank reconciliation balanced. Therefore, the council would not have received regular balanced bank reconciliations during the year for review and approval.	*The SCRIBE system must be maintained up to date on an ongoing basis and balanced monthly.*	**See 2023/24 there has been ongoing issues with securing budgetary control information from SCRIBE.**
2	Multiple attempts at balancing the year end bank reconciliation were	*Complete and accurate bank reconciliations should be performed regularly within SCRIBE*	**Implemented**

	ISSUE	RECOMMENDATION	FOLLOW UP
	made by staff during the internal audit process with eventually a 50p difference remaining which the clerk informed us had been written off. The final year end reconciliation used the end February bank statement for the Events Bank Account so any transactions in March 2023 would have been omitted from the annual accounts.	*during the financial year and reported to council.* *Year end bank reconciliations must use year end bank statements for all bank accounts.*	
3	Review of the draft year end accounts identified that year end procedures had not been correctly applied to produce income and expenditure accounts as no review had been carried out to identify whether any accruals, creditors, non-VAT debtors, prepayments or receipts in advance needed to be included in the trial balance and balance sheet. This was rectified to some extent for the final version provided to us as the accounts included creditors. However, there is still a SCRIBE year end debtor report that records £40 of allotment debtors which are not included in the council Balance Sheet as debtors.	*The council is an income and expenditure council and must apply year end procedures to completely and accurately capture all accruals, creditors, non VAT debtors, prepayments and receipts in advance for inclusion in the year end trial balance and balance sheet and income and expenditure accounts.* *Training is needed for staff in income and expenditure and Balance Sheet accounting.*	**Recommendation Outstanding**

	ISSUE	RECOMMENDATION	FOLLOW UP
4	No VAT reclaims were made during the year in respect of 2022/23 transactions, nor the final VAT reclaim needed for 2021/22 transactions. Therefore, the 2022/23 year end Balance Sheet records a substantial VAT debtor of £24,660.	*VAT reclaims must be made on a timely basis.*	**Implemented**
5	The council did not review, update and approve a risk assessment during the financial year.	*The risk assessment should be reviewed, updated and approved by council each financial year.*	**Implemented in 25/26** **Partially Implemented – see 2023/24 issues**
6	As the SCRIBE system was not completely and accurately populated with transactions on a timely basis during 2022/23, regular budgetary control reports from the system were not provided to council, in breach of the Financial Regulations which require these reports to be provided to council at least quarterly.	*The Financial Regulations must be complied with by providing complete and accurate quarterly budgetary control reports to council for review.*	**Implemented in 2024/25**
7	The council has not complied with the Financial Regulations with regard to petty cash. Section 6.7b prohibits income being received being paid into the petty cash float. However, the petty cash analysis shows that Mayors	*The council must comply with the Financial Regulations with regard to the use of petty cash and income must not be paid into the petty cash float.*	**Implemented**

	ISSUE	RECOMMENDATION	FOLLOW UP
	income and allotment income has been paid into petty cash.		
8	The incorrect rates of pay were applied to two employees during the year. The error was identified and backdated calculations were applied to ensure the NALC 2022 scale rates were applied correctly.	*The council must ensure that rates of pay applied agree to those approved by council and the latest NALC scale rates.*	**Implemented**
9	The fixed asset value recorded in the AGAR of £1395525 did not agree to the value recorded in the fixed asset register of £1395585.	*Council should review the fixed asset register and ensure the correct fixed asset value is recorded in the AGAR accounts.*	**25/26 follow up – no further fixed asset issues identified**