



Internal Audit Report.

Council:	Colsterworth and District Parish Council
Internal Auditor:	Cathryn Nicoll
Year Ending:	31 st March 2026
Date of Report	24/11/2025

This internal audit has been conducted in accordance with SAPP Practitioners' Guide - March 2025 - Section 4 'Internal Audit'. It is recommended that a council completes an intermediate mid-year audit which allows any weaknesses in governance and internal controls to be corrected during the financial year and an end-of-financial-year audit.

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and sampling tests undertaken by me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to further audit enquiries being raised and the external auditor issuing a qualified opinion.

Lincolnshire Association of Local Councils

Internal Audit Report.

To the Chairman of Colsterworth and District Parish Council

I have examined council business documents including policies, agendas & minutes, accounting and financial statements and other documents relevant to this internal audit.

I confirm that I am independent of the council, its officers and councillors and its activities and I identified no conflicts of interest to my work with this council to the best of my knowledge.

The results of this internal audit are recorded on the next page. If any part of the audit was found to 'unsatisfactory' I have provided recommendations to improve the weakness identified.

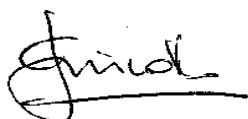
Colsterworth continues to be well managed by the Clerk/RFO and Councillors. The current Clerk/RFO is retiring at the end of this year and it was a pleasure to meet the new holder of this post who is working through a period of induction and will take over completely from 1 January 2026.

This report should be read in conjunction with the Checklist.

Please do get in touch when the year end processes have been completed and I will return to sign off the AGAR.

Thank you for your hospitality and good luck with your retirement Sue - enjoy!

Yours sincerely



Cathryn Nicoll

Internal Auditor

Lincolnshire Association Local Councils

Date: 24 November 2025

Area of work checked	Outcome
Implementation of previous auditor recommendations	Evidence produced
Implementation of previous AGAR weaknesses/ recommendations	Evidence Produced
Key Governance Review	Evidence Produced
Transparency	Evidence Produced
Accounting	Not audited
Budget	Evidence Produced
Income Control	Not audited
Bank Reconciliation	Evidence Produced
Petty Cash	Not applicable
Asset Control	Evidence Produced
Risk Management	Not audited
General Administration	Evidence Produced
Proper Process/Practice	Evidence Produced
Payroll/HR	Not audited
Information and Data Compliance	Evidence Produced
Transaction spot checks	Evidence Produced
Year-end process	Evidence Produced
Allotments	Evidence Produced
Cemetery/burials	Evidence Produced
Charities	Not applicable
Community Buildings	Not applicable
Markets	Not applicable
Other:	Choose an item.
Other:	Choose an item.

Recommendations

1. Item 4 - Councillors should individually sign to acknowledge receipt of the Code of Conduct (CoC) and agreement to abide by the CoC.
2. Item 60 - Council should investigate the Local Council Award Scheme with a view to achieving the Award. This is of course optional.
3. Item 92 - there should be investigation to adopt a .gov.uk or .org.uk email address.
nb: see the LALC e-news update 21 November 2025 - in relation to Assertion 10 of the Annual Governance Statement (Section 1 of AGAR) (page 6).

FINAL REPORT: 18 May 2026

There is a new clerk/rfo in post since the intermediate internal audit which was carried out in November 2025 (report above).

Colsterworth and District Parish Council continues to be well managed and Eleanor has done really well to get to grips with the complexities of Council work and SCRIBE.

A simple "typo" has been identified in the final figure for year ending 2025 - this is shown as restated and corrected.

Comments in relation to

Recommendation 1

Item 4 - It would appear that this was missed in the transition from the previous Clerk/RFO to the current Clerk/RFO. The recommendation has been noted and will be completed as soon as possible.

Recommendation 3

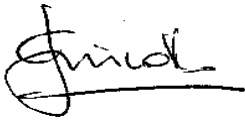
Item 92 - A .gov.uk email address is now in place for all councillors. All councillors current and future should be aware of this requirement to comply with Assertion 10 of the Governance Statement.

Additional recommendation

Item 102 - I am assured that inspections are carried out on Council owned play equipment/ street furniture etc but a record of these inspections should be maintained should a litigation case be brought against the council in the case of injury to a member of the public.

All assertions can be answered with a "Yes" with the exception of assertion 9.

Yours sincerely



Cathryn Nicoll

Internal Auditor

Lincolnshire Association Local Councils

Date: 18 May 2026

Recommendations regarding the Annual Governance Statement 2025-26

The requirements to state 'Yes' for each assertion is described in Chapter One Practitioners Guide 2025-26.

Annual Governance Statement Assertion	Internal Auditor comments
<p>Assertion 1 - Financial management and preparation of accounting statements <i>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</i></p>	
<p>Assertion 2 - Internal control <i>We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</i></p>	
<p>Assertion 3 - Compliance with laws, regulations and proper practices <i>We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.</i></p>	
<p>Assertion 4 - Exercise of public rights <i>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</i></p>	
<p>Assertion 5 — Risk management <i>We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required</i></p>	
<p>Assertion 6 — Internal Audit <i>We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</i></p>	
<p>Assertion 7 — Reports from Auditors <i>We took appropriate action on all matters raised in reports from internal and external audit</i></p>	
<p>Assertion 8 — Significant events <i>We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.</i></p>	
<p>Assertion 9 — Trust Funds (local councils only) <i>Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</i></p>	
<p>Assertion 10 - Digital and data compliance <i>We considered and implemented the requirements to protect data and information.</i></p>	

-End of Internal Auditor's Report-