



capalc
Cambridgeshire and Peterborough
Association of Local Councils

CAPALC Ltd
The Norwood Building
Parkhall Road
Somersham
Huntingdon
PE28 3HE
Tel: 07507 520849

www.cambs-peterborough-alc.gov.uk

ceo@cambs-peterborough-alc.gov.uk

Cambridgeshire & Peterborough Association of Local Councils

25th February 2026

By Email

Melbourn Parish Council

Dear Chairman and Cllrs

Melbourn Parish Council Internal Audit: Interim Visit 2025

Following my recent visit to Melbourn Parish Council on 24th February 2026, I confirm I met with Abi, your Clerk and other members of staff to complete the interim council's Internal Audit for 2025/26.

Please see my interim report attached to this email. Items noted in red will be completed at the year end audit, which has been booked for Tuesday 21st April 2026.

Yours faithfully

█

█

Internal Auditor – CAPALC.



INTERNAL AUDIT CHECKLIST 'YEAR END 2024/25'

Name of Authority: Melbourn Parish Council.....**Date(s) of Audit:** 24.02.26

Audit Completed By: [REDACTED]

| AGAR Certificate Reference | Work Completed by CAPALC | Comments | Recommendations |
|--|---|--|--------------------------|
| A. Appropriate accounting records have been properly kept throughout the year. | During our visit(s) we have reviewed the accounting system and checked that the information is recorded accurately and promptly. This means we have reviewed the cashbook, examined a sample of financial transactions, ensured bank reconciliations (see item I) are carried out, etc. This list is just an example. | <p>The Council is now using Rialtas Accounting Software for the year end March 2026.</p> <p>Year End Internal Audit will cover bank reconciliations, accuracy of year end accounts, and that investment strategies are in place.</p> | None |
| | | | Council response: |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT | <p>We have reviewed Financial Regulations and Standing Orders ensuring they are adequate and if model documents are used, they are up to date.</p> <p>We have also reviewed procedures for approval of invoices and</p> | <p>Standing Orders and Financial Regulations are the most recent NALC versions.</p> <p>The Council uses Unity Trust for its current account, this ensures</p> | None |
| | | | Council response: |

| | | | |
|--|--|--|---|
| <p>appropriately accounted for.</p> | <p>payments, checked recording of VAT and that VAT is claimed where appropriate. If debit/credit cards are held, we have established the limits and ensured there are controls in place for usage.</p> | <p>segregation between data entry and approval of payments.</p> <p>The Council is not VAT registered, and claims VAT back appropriately.</p> <p>A Lloyds debit card is in place, records are in place within the Rialtas accounts.</p> | |
| <p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p> | <p>We have checked to see that the Council has a Risk Register in place. If in place, we have checked to see if the Council has considered all significant risks, appropriate levels of insurance is in place, arrangements are in place for monitoring public open spaces, etc. and that a process of internal control is in place.</p> | <p>The Council has a risk register in place. Insurance is held with Clear Insurance, and includes cover for council assets.</p> <p>Adequate cover is in place for public liability, employers liability and fidelity.</p> <p>The insurance cover will be check against Asset values at year end.</p> <p>Play areas are adequately inspected annual by ROSPA, and regularly by parish council wardens.</p> <p>Two defibrillators are available in the parish, and are administered via The Circuit, adequate checks are carried out.</p> | <p>None</p> <hr/> <p>Council response:</p> |

| | | | |
|--|--|---|--------------------------|
| | | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | We have checked that the Council has considered its income and expenditure requirements to formally adopt an appropriate budget. That the Council has reviewed performance against the budget throughout the year, has established Earmarked Reserves which are reviewed annually during the budgetary process. That the precept request is submitted to the relevant authority on time and matches the receipt in the accounts. | <p>The Council has a budget for 25/26. This was drafted by the Finance and Good Governance Committee, and agreed that it would be recommended to full council for adoption.</p> <p>Whilst Full Council discussed the budget to form the Precept request, it did not formally approve the budget, only the Precept.</p> <p>Budget reports are made to the council throughout the year.</p> <p>Earmarked Reserves will be checked at year end.</p> | None |
| | | | Council response: |
| E. Expected income was fully received based on correct prices, properly recorded and promptly blanked; and VAT | We have checked that expected income has been received and checked that there are no obvious omissions. Income may include allotments, cemeteries, hall hire, | Burial and Allotment Income is within the Rialtas Accounts. | None |

| | | | |
|--|--|---|--------------------------|
| appropriately accounted for. | leases, or other revenue streams depending on the council. We have checked that there are appropriate follow ups made for 'aged debtors'. | Year End Audit will cover the cash books, Loans, EMR, GR, and aged debtors. | Council response: |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | If held, we have considered the amount of petty cash held in line with the number of transactions made during the year. | No petty cash for this financial year. | None |
| | | | Council response: |
| G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied. | We picked one month and tested the payroll to ensure the correct deductions have been made, payments made on time and correct amounts. | Payroll is carried out inhouse by the RFO using SAGE. Payments are made to HMRC. Pensions are in place where appropriate, and the council is registered with the pension regulator. | None |
| | | A sample one month test will be made at year end. | Council response: |
| H. Asset and investment registers were complete | We have checked to see that the Council has a formal asset register in place and that it is up to date with any acquisitions and disposals. If | Asset Register will be checked at year end. This will include the values on the AGAR. | None |

| | | | |
|--|---|---|---|
| <p>and accurate and properly maintained.</p> <p><i>This section/assurance should be extended to include loans to or by the authority.</i></p> | <p>there are long-term investments, we have checked to see that an Investment Strategy is in place.</p> | <p>An investment strategy is in place, this will be checked again at year end to ensure it is still valid.</p> | <p>Council response:</p> |
| <p>I. Periodic bank account reconciliations were properly carried out during the year.</p> | <p>We reviewed a selection of bank reconciliations throughout the year including year end.</p> | <p>Bank reconciliation will be reviewed at year end, which will include the year end reconciliation.</p> <p>They have been completed during the year and presented to council.</p> | <p>None</p> <p>Council response:</p> |
| <p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</p> | <p>We have reviewed the accounting statements or the year ended 31st March 2025 to ensure that they have been prepared correctly on an [income and expenditure] or [receipts and payments] basis and are adequately supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</p> | <p>J relates to the AGAR and will be checked at year end, along with debtors and creditors.</p> | <p>None</p> <p>Council response:</p> |

| | | | |
|---|---|--|--------------------------|
| K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt. | We have confirmed that the Council was subject to limited assurance review OR We have confirmed that the Council was exempt, met the criteria and correctly declared itself exempt. | N/A | None |
| | | | Council response: |
| L. The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with the relevant legislation. | We have reviewed the Council's website (or webpage) to confirm it is meeting the requirements of the relevant regulations. | The council website meets regulations, it is noted that the Council is moving its website to Aubergine, and this should be in place for the year end visit. The clerk and I discussed putting the budget onto the website. It is currently within the supporting meeting papers, so not easy to find. | None |
| | | | Council response: |
| M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations. | We have reviewed the notice announced during the summer of 2025 along with Sections 1 and 2 of the 2024/25 AGAR. We have obtained evidence that the required documentation has been published on the Council's website (webpage). | The public notice for the previous year is in place and on the councils website. | None |
| | | | Council response: |
| N. The authority complied with the publication | We have reviewed the documentation the Council | | None |

| | | | |
|--|---|--|--------------------------|
| requirements for the prior year AGAR. | published for the 2024/25 AGAR was compliant with regulations. | The documentation is compliant with regulations. | Council response: |
| O. Trust funds (including charitable) – the council met its responsibilities as a trustee. | We have reviewed the Council’s responsibilities with respect to [enter charities here] OR | To be checked at year end. | None |
| | We have checked that they are not responsible for any charities. | | Council response: |

Notes

In our column entitled ‘Recommendations’ we have highlighted areas where we believe improvements could be considered or attention is required if necessary. If we feel you should be considering a response to your Assertions under Section 1, we have commented under our column ‘Comments’.