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## Cambridgeshire & Peterborough Association of Local Councils

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27<sup>th</sup> April 2026

### By Email

Melbourn Parish Council

Dear Chairman and Cllrs

### **Melbourn Parish Council Internal Audit: End of Year Visit 2026**

Following my recent visit(s) to Melbourn Parish Council on 24<sup>th</sup> February and 27<sup>th</sup> April 2026, I confirm I met with Abi Williams and other members of staff to complete the council's Internal Audit for 2025/26.

With the new Assertion 10 coming into effect this year, particular attention has been paid to this area.

Please find enclosed my report and recommendations following the visit. As with proper practices the Council should formally receive this report (as it does for the External Audit) and minute the plans it has to set out any improvements required and remedial actions to be taken.

Yours faithfully

*Rosie Hughes*

Rosie Hughes BA (Hons) FILCM  
Internal Auditor - CAPALC



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 Association of Local Councils

## INTERNAL AUDIT CHECKLIST ‘YEAR END 2025-26’

**Name of Authority:** Melbourn Parish Council ..... **Date(s) of Audit:** 24.02.26 and 27.04.26.....

**Audit Completed By:** Rosie Hughes ..... .

AGAR Certificate Reference	Work Completed by CAPALC	Conclusion	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.	The Council is now using Rialtas Accounting Software for the year end March 2026.  Correct roll forward of the prior year.  Bank Reconciliations are prepared regularly and approved by members.  Year End Bank reconciliation is accurate, as are year-end cash balances.  Investment strategy is in place.	None  <hr/> <b>Council response:</b>

		Appropriate accounting records have been kept throughout the year.	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	<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 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>	Standing Orders and Financial Regulations are the most recent NALC 2025 versions.	None
		The Council uses Unity Trust for its current account; this ensures segregation between data entry and approval of documents.	<b>Council response:</b>
		<p>The Council is not VAT registered and claims back VAT appropriately.</p> <p>All payments are supported by invoices and approved for payment by Council.</p> <p>A Lloyds debit card is in place and accounted for within Rialtas.</p>	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of	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	The Council has a risk register in place. Insurance is held with Clear Insurance and includes cover for council assets.	None

<p>arrangements to manage these.</p>	<p>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>All significant risks are considered.</p> <p>Adequate cover is in place for public liability, employers' liability and fidelity.</p> <p>Play areas are adequately inspected annually 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><b>Council response:</b></p>
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<p>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>	<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. Ensure that going forward both the Precept setting and budget are approved by full council and that the minute shows this clearly.</p>	<p>None</p> <p><b>Council response:</b></p>

		<p>Budget reports are made to the council throughout the year.</p> <p>EMR are recorded within Rialtas for specific projects/expenditure.</p>	
E. Expected income was fully received based on correct prices, properly recorded and promptly blanked; and VAT appropriately accounted for.	We have checked that expected income has been received and checked that there are no obvious omissions. Income may include allotments, cemeteries, hall hire, leases, or other revenue streams depending on the council. We have checked that there are appropriate follow ups made for 'aged debtors'.	<p>Burial and Allotment income is accounted for within Rialtas.</p> <p>Follow ups are made for aged debtors.</p> <p>Loan – PWLB outstanding at YE £757,384.45</p>	<p>None</p> <p><b>Council response:</b></p>
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 in this financial year.	<p>None</p> <p><b>Council response:</b></p>
G. Salaries to employees and allowances to members were paid in	We picked one month and tested the payroll to ensure the correct deductions have been made,	PAYE is carried out inhouse using SAGE, by the RFO.	None

<p>accordance with the authority's approvals, and PAYE and NI requirements were properly applied.</p>	<p>payments made on time and correct amounts.</p>	<p>Payments are made to HMRC. Pensions are in place where appropriate, and the council is registered with the pension regulator. One month test carried out on PAYE, and all in order.</p>	<p><b>Council response:</b></p>
<p>H. Asset and investment registers were complete and accurate and properly maintained. <i>This section/assurance should be extended to include loans to or by the authority.</i></p>	<p>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 there are long-term investments, we have checked to see that an Investment Strategy is in place.</p>	<p>A formal asset register is in place and up to date. This year it has been moved to Rialtas and shows acquisitions and disposals.  Investment Strategy in place.  PWLB loan. £757,384.45 outstanding at 31.3.26.</p>	<p>None  <b>Council response:</b></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 Reconciliations are carried out monthly for each account and approved by council.  YE Bank Reconciliation corresponds to AGAR.</p>	<p>None  <b>Council response:</b></p>
<p>J. Accounting statements prepared during the year were prepared on the</p>	<p>We have reviewed the accounting statements or the year ended 31<sup>st</sup> March 2026 to ensure that they</p>	<p>Records are maintained on an I and E basis.</p>	<p>None</p>

<p>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>have been prepared correctly on an [income and expenditure] or [receipts and payments] basis and are adequately supported.</p>	<p>Records are in place for debtors and creditors</p> <p>An adequate system of internal control is in place.</p>	<p><b>Council response:</b></p>
<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.</p>	<p>We have confirmed that the Council was subject to limited assurance review OR</p> <p>We have confirmed that the Council was exempt, met the criteria and correctly declared itself exempt.</p>	<p>N/A</p>	<p>None</p> <p><b>Council response:</b></p>
<p>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.</p>	<p>We have reviewed the Council's website (or webpage) to confirm it is meeting the requirements of the relevant regulations, including publishing the ICO Model Publication Scheme on the website.</p>	<p>The council website meets the regulations, it is noted that the council is moving its website to Aubergine, and this should be in place for June 2026.</p> <p>V3 Model Publication scheme in place.</p>	<p>None</p> <p><b>Council response:</b></p>

<p>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.</p>	<p>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).</p>	<p>The notice for the period for the exercise of public rights and sections 1 and 2 of the 2024/25 are published on the councils website.</p>	<p>None</p>
<p>N. The authority complied with the publication requirements for the prior year AGAR.</p>	<p>We have reviewed the documentation the Council published for the 2024/25 AGAR was compliant with regulations.</p>	<p>The publication requirements for the 2024/25 AGAR are compliant with regulations.</p>	<p>None</p>
<p>O. The authority complied with laws, regulations &amp; proper practices relating to digital and data compliance.</p>	<p>We have ensured that, as a minimum, the authority has a single generic email address on an authority owned domain. We have also checked a sample of the authority’s website pages for accessibility and reviewed the accessibility statement.</p> <p>We also reviewed the authority’s data protection and IT policies.</p>	<p>Council uses .Gov website and Clerk and Council emails.</p> <p>IT Policy is in place. – approved 25.2.2026</p> <p>Website accessibility is good and site includes an accessibility statement. 25.2.2026 latest update, states areas that are inaccessible.</p> <p>A Data Protection Officer has been appointed.</p> <p>Data Protection Policy has been approved.</p> <p>ICO Publication Scheme V3 is in place. – approved 13.1.25</p>	<p>None</p>

		Some items are not easy to find on the website, the move to a new website provider in June 2026 will assist with this.	
P. 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	None	None
	We have checked that they are not responsible for any charities.		<b>Council response:</b>

**Notes**

In our column entitled ‘Conclusions’ 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 ‘Recommendations’.