

Annual Internal Audit Report 2025/26

DUDDON PARISH COUNCIL

<https://www.duddonparishcouncil.org.uk/>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			✓
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

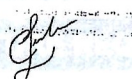
08/05/2026

09/05/2026

11/05/2026

Charlene Iredale

Signature of person who carried out the internal audit



Date

11/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Charlene Iredale (AATQB, CiLCA, IA)

E-mail: lakesaudit@gmail.com

Date: 12th May 2026

Dear Christine Adams,
Duddon Parish Council.

I provide assurance in the form of an opinion whether on the basis of the review, the accounts and other information provided are in accordance with Smaller Authorities Proper Practices Panel. Based on this, no matters come to my attention that give cause for concern and all relevant legislative and regulatory requirements have been met.

I have tested all areas of governance and they have duly passed. These areas are listed below.

- a. The cashbook is maintained throughout the year, up-to-date, arithmetic and balanced.
- b. The Council has formally adopted Standing Orders and Financial Regulations.
- c. VAT has been identified, recorded and reclaimed.
- d. Annual risk management is in place, minutes are recorded and financial controls are in place.
- e. The budget has been prepared in support of the precept.
- f. The income is recorded promptly and the precept recorded agrees with the Authority's notification.
- g. All employees have proper statutory contracts in place with clear terms and conditions and PAYE and NI are properly operated by the Council as an employer.
- h. The asset register is maintained and the relevant insurance valuations are up to date.
- i. Bank reconciliations are in place.
- j. Year-end procedures are done correctly in line with a Receipts and Payments basis and agree with the cashbook, along with thorough audit trails on

entries within the cashbook. Adjustments have appropriately been recorded. The correct powers have been used against each expenditure.

- k. GDPR and digital controls are well maintained, and the website compliant with WCAG accessibility standards.

Observations

- There are three unpaid invoices relating to the 2025/26 financial year. These should be actively chased as part of good financial control procedures.
- Two cost centres, Toilets and Wilson Park, exceeded their allocated budgets during the year. Both areas may benefit from the inclusion of a contingency element within future budgets, as unexpected repairs and ongoing day-to-day management costs can be significant.
- It is positive to note that reserves have been utilised appropriately and that the General Reserve is currently maintained at approximately 12 months of expenditure, providing a strong financial safeguard for the Council.
- There are currently two Risk Assessment policies and two Health & Safety policies published on the website. To avoid confusion for website users and ensure clarity of governance documentation, only one current version of each policy should remain available.

Conclusion

Overall, the Council is to be commended for its high standards of governance, financial management, and transparency. It is evident that the Council operates with professionalism and diligence, and undertaking this audit has been a positive experience.

The Clerk/RFO, in particular, demonstrates a meticulous and thorough approach to their duties, which strongly underpins the Council's robust control environment and commitment to good governance.

Yours Faithfully,

Charlene Iredale

