Botley Parish Council
Financial Year 2025-26

Date considered by Council 16th June 2026

IAC Audit and Consultancy Ltd

Year End Internal Audit Observations

Audit date: 21 May 2026

Minute Reference FC/26/26 (v)

C ***This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The value of the Councils Fidelity Insurance covers the value of the Councils cash & bank holdings	No	*The value of the Councils Fidelity Insurance, at £400,000, does not cover the value of the Councils cash & bank holdings*	The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held.	Medium	

D ***The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Council has returned to IAC completed Internal Audit Observations spreadsheets from prior audit(s)	No	*The Council has not provided its response to the Internal Audit Observations from the previous audit and returned it to IAC.*	Council to provide its comments on the previous Internal Audit Observations.	Medium	
2	Council has reviewed independence of the Internal Auditor	No	*It was noted that the Council has not formally considered the independence of the Internal Auditor as set out in the Practitioner's Guide paragraph 4.11*	The Council to ensure that , on an annual basis, it formally considers the independence of the Internal Auditor. It may be appropriate for this to be done at the same time as the Council considers the Annual Internal Audit Report.	Medium	

E ***Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Has the Investment Strategy been subject to annual review?	No	*The Investment Strategy has not been subject to annual review.*	Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process)	High	

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.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Salaries and wages payable to staff have been appropriately approved and confirmed in writing.	Yes	*During the year the Council made significant changes to staff terms and conditions, including changes to rates of pay and pensions. It is not clear that these have been formally confirmed to individual members of staff in writing.*	The Council to ensure that all changes to staff terms and conditions are formally confirmed to staff in writing.	High	

H ***Asset and investments registers were complete and accurate and properly maintained.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The asset register has been subject to review by Council	No	*From a review of Minutes it was not possible to verify that the asset register has been subject to review by Council.*	The Council should formally review the asset register, including any additions or disposals, each year prior to the approval of the Accounting Statements	Medium	
2	Assets purchased / disposed of have been added to / removed from asset register	No	*At the date of the audit visit assets transferred had not been included in the asset register. Subsequent to the audit visit they were added.*	Council to note.	Low	

3	Movement on asset register agrees to additions to disposals made in the year	No	*It was not possible to agree the movement on the asset register to additions and disposals made during the year. It was noted that "General Contents" was stated at a Nil value in 2026 and £90,622.35 in 2025.* *The movement on the asset register should only reflect items acquired, or disposed of, during the year.*	The Council to ensure that any changes to the asset register due to a change in capitalisation policy are reflected both in the current year and prior year asset value. If necessary the prior year value should be 'restated' to reflect a change in policy. The Council to review and approve a list of additions and disposal made during 2025/26 which agrees with the movement in the total value of assets between March 2025 and March 2026.	High	

I ***Periodic bank account reconciliations were properly carried out during the year.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Year End bank reconciliations have been signed and dated as evidence of independent review.	No	*The Year End bank reconciliations have not been signed and dated as evidence of independent review.*	Prior to the Council's approval of the Accounting Statements the year end bank reconciliations should be subject to review and signed and dated as evidence of this review.	Medium	

O ***The authority complied with laws, regulations & proper practices relating to digital and data compliance.***

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has carried out a website accessibility test.	No	*As at the date of the year end audit the Council had not carried out a website accessibility test.*	The Council to arrange to undertake a website accessibility test, the outcome of which should be reported to Council, or the appropriate committee.	Medium	
2	The Council has conducted a data audit in accordance with GDPR practice.	No	*As at the date of the year end audit the Council had not carried out a GDPR data audit.*	The Council to arrange to undertake an audit of the personal data it holds, the outcome of which should be reported to Council, or the appropriate committee.	Medium	