

INTERNAL AUDIT SERVICE FOR LANGPORT TOWN COUNCIL

Audit Programme – Financial Year 2025-26

I certify that I have carried out the tests detailed below in accordance with the suggested approach contained in the SAPPP Practitioners Guide, published April 2025. In order to carry out the audit below I have also reviewed the minutes of the Town Council and its committees to gauge the effectiveness of the authority’s overall controls and decision making processes.

AGAR Certificate Reference	Tests	Test complete	Comments
A : Appropriate accounting records have been kept throughout the year	Ensure that the carried forward balance from the prior year cash book balances to the new financial year	Yes	Cashbook balance agrees with Box 7/8 b/fwd.
I: Periodic bank reconciliations were properly carried out during the year.	Check a sample of the financial transactions in the cashbooks, to the bank statements and that S137 limits are adhered to.	Yes	Reviewed in November 2025 at Finance and Personnel Committee (FP2025/29)
	Ensure that the bank reconciliations are prepared regularly and subject to independent scrutiny and sign-off by Council members	Yes	Regularly presented to Full Council.
	Verify the accuracy of the year-end bank reconciliation and ensure the correct amount is listed on the AGAR report	Yes	End of year bank reconciliation agrees with Scribe and AGAR,
	If the authority has bank balances in excess of £100,000 that it has an appropriate investment strategy	Yes	Investment policy May 2025 agreed at Full Council. An account with CCLA has been opened, to provide better returns.
B: The authority complied with its financial regulations, payments were supported by	Review the procedures in place for acquisition of formal tenders and quotes ensuring they are in line with the Standing Orders and Financial Regulations.	Yes	Discussed with the Town Clerk.

AGAR Certificate Reference	Tests	Test complete	Comments
invoices, all expenditure was approved and VAT was appropriately accounted for	Ensure that consistent values are in place for the acquisition of formal tenders between the Standing Orders and Financial Regulations	Yes	Recommendation 1: Standing Orders on website , reviewed at September Full Council states incorrect value – needs to be £30,000. Financial Regulations, based on the NALC model standing orders, need to have the correct value, and be adopted by Full Council, and published on the website.
	Review the procedure for receipt of invoices, agreement of invoice detail and confirmation of goods/services delivery and approval for payment.	Yes	Payments process overviewed with the town clerk.
	Check that there is effective segregation between the writing of cheques or setting up of online payments and the physical release of the payments.	Yes	Process overviewed with the clerk.
	Ensure that all cheques dated within the year are listed in the cashbook, whether cashed or not at the year end.	N/A	
	Check all of the invoices to ensure that VAT has been identified and noted correctly in the Cashbook	Yes	Ensure that a formal VAT invoice is received from the supplier.
	Check that the VAT reclaims are prepared and submitted in a timely manner in line with underlying records and in accordance with HMRC requirements	Yes	VAT reclaimed up to 31/12/2025. Consider submitting VAT returns quarterly.

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	Where debit/credit cards are in use, ensure the appropriate controls over physical security and usage of the cards are in place.	N/A	No credit or debit card held. Recommendation in previous year was to consider applying for a card. Due to the merger of LTC with HEPC in May 2027, this has not been pursued further.
C: The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	Ensure that authorities have prepared and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc	Yes	Asset register reviewed and agreed May 2025. Current AGAR value (24/04/2026 on Scribe) is higher than the May 2025 publication. Asset register updated and to be agreed at full council May 2026.
	Ensure that appropriate levels of insurance cover are in place for land, building, public, employers, and hirers (where applicable) liability, fidelity, employees, business interruption and cyber security	Yes	Insurance levels checked. Final year of policy for LTC – new cover required for merger with HEPC May 2027.
	Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officer or members that they have received the appropriate training and accreditation.	Yes	Annual inspection for the fitness equipment of Cockle Moor. Lengthsman undertakes a weekly routine inspection, stored online.
	Ensure that the internal and external audit reports are noted in the minutes including any recommendations and the associated remedial action to be taken.	Yes	Internal auditors report presented to full council, but no details of the recommendations and suggested actions.

AGAR Certificate Reference	Tests	Test complete	Comments
D: The Precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves are appropriate	Ensure that the full authority, not a committee, has considered, approved and adopted that annual precept in accordance with the required parent authority timetable.	Yes	Precept agreed December 2024, for 2025/26, in line with the Somerset Council timetable. Budget and precept for 26/27 agreed full council 20/01/2026 (TC2025/108 and TC2025/109)
	Ensure that budget reports are prepared and submitted to Authority/Committees periodically during the year with appropriate commentary on any significant variances (+/- 10%)	Yes	Presented regularly to finance and personnel committee, and then to full council. Variances are discussed and justified.
	Ensure that the Authority has considered the establishment of specific earmarked reserves and ideally reviews them annually as part of the budget assessment process.	Yes	Earmarked Reserves (EMR) considered in September Finance and personnel Committee (FP2025/32). Recommendation 2: that Earmarked Reserves are reviewed and agreed by full council annually. Currently showing as a negative value on Scribe, this needs to be considered as soon as possible.
	Ensure that any Community Infrastructure Levy monies that have been received have been ringfenced and allocated appropriately. As all CIL monies received need to be used within a 5 year time frame a schedule of projects to which each set of CIL received have been allocated, with timescales should be in place	N/A	No CIL monies received.

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	Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of the precepted amount in the minutes.	Yes	Minutes cross referenced with Scribe accounts.
E: Expected income was fully received based on correct prices, properly recorded and promptly banked (e.g.: within 7 days). VAT was appropriately accounted for	Review Aged Debtor listings to ensure appropriate follow up action is in place	Yes	Two receipts on Scribe from Sept 2025 showing as outstanding, needs to be reviewed as soon as possible to consider either following up urgently or not pursuing.
	Allotments (if applicable) ensure that appropriate signed tenancy agreements exist, that a register if tenants is maintained showing that debtors are monitored.	N/A	N/A
	Burials (if applicable) ensure that a formal burial register is maintained and that this is up to date and that a sample of internments are memorials are appropriately evidences, that fees have been charged at the correct approved rate and recovered within a reasonable time.	Yes	Recommendation 3: using Scribe Cemetery with Scribe accounts to automatically generate invoices for cemetery services whilst updating Scribe Cemetery.
	Hall Hire (if applicable) ensure that an effective diary system for bookings in place identifying the hirer, hire times, and ideally cross-reference to invoices raised.	N/A	

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	Leases: Ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents reviewed appropriately at the due time	N/A	
	Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of income	Yes	Discussed diary notes for other expected income during the year to ensure that invoicing takes place accordingly. Recommendation 4 using Scribe invoicing, to ensure a full audit trail.
	Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained identifying the date(s) on which income is due and actually received banked.	Yes	Discussed diary notes for other expected income during the year to ensure that invoicing takes place accordingly. Recommendation 4 using Scribe invoicing, to ensure a full audit trail.
F: Petty Cash payments were properly supported by receipts, all Petty cash expenditure was approved and VAT appropriately accounted for	Review the systems in place for controlling any petty cash and also cash floats	N/A	No petty cash held
	Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held		
	Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held.	N/A	N/A
	Ensure that VAT is identified whenever incurred and appropriate		
	Physically check the petty cash and other cash floats held		

AGAR Certificate Reference	Tests	Test complete	Comments
	Where bar or catering facilities are in place ensure that appropriate cashing up procedures are in place reconciling the physical cash takings to the till Z total readings		
G: Salaries to employees and allowances to members were in accordance with the authority's approvals and PAYE and NI requirements were properly applied	Ensure that for ALL staff a formal employment contract in in place together with a confirmatory letter setting out any changes to the contract.	Yes	Contract for new Lengthsman overviewed.
	Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability	Yes	Agreed to paperwork and Scribe.
	Ensure that for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate and also with the contracted hours	Yes	Sampled March 2026.
	Ensure that the appropriate tax codes are being applied to each employee	Yes	Sampled March 2026.
	Where free or paid for software is used, ensure that it is up to date	N/A	Payroll outsourced.
	For a test sample of employees ensure that the tax is calculated properly	Yes	Sampled March 2026.
	Check the correct treatment of Pension contributions	Yes	Sampled March 2026.
	For NI ensure that the correct deduction and employer's contributions are applied	Yes	Sampled March 2026.

AGAR Certificate Reference	Tests	Test complete	Comments
	Ensure that the correct employers' pensions percentage contribution is being applied	Yes	Sampled March 2026.
	Ensure that for the test sample, the correct net pay is paid to the employee with tax NI and pension contributions correctly paid to the respective agencies	Yes	Sampled March 2026.
H: Asset and Investment registers were complete, accurate and properly maintained	Tangible Fixed Assets		
	Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of /no longer serviceable assets	Yes	Asset reg published on website dated 31/03/2024, reviewed May 2025 ATCM . Value is now different on Scribe 26/04/2026).
	Physically verifying the existence and condition of high value, high risk assets may be appropriate	Yes	
	Ideally the register should identify for each asset the purchase cost and if practicable, the replacement / insured cost, the latter being updated annually and used to asset in forward planning for asset replacement	Yes	Recommended to the clerk that the Cricket Field and the public toilets should be revalued as a nominal fee of £1.
Additions and disposals records should allow tracking from the prior year to current	Yes	Suggested to the clerk as best practice.	

AGAR Certificate Reference	Tests	Test complete	Comments
	Ensure that the asset value to be reported in the AGAR equates to the prior year reported value, adjusted for new acquisitions and disposals.	Yes	Asset Register is unchanged from last year.
	Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured	Yes	Council Regalia is listed on Insurance, but not on asset register.
	Fixed Asset investments		
	Ensure that all long-term investments (i.e.: those longer than 12 months terms) are covered by an investment strategy and reported as assets on the AGAR	N/A	No long term investments
Borrowing and Lending			
	Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired	N/A	No lending
	Ensure that the authority has accounted for the loan appropriately (i.e.: arrangement fees are regarded as administration expenses in the year of receipt)	N/A	N/A
	Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR	N/A	N/A
	Ensure that the outstanding loan liability as at 31 st March each year is correctly recorded in the AGAR and verified via the DMO website	N/A	N/A
	Where the authority has issued loans to local	N/A	N/A

AGAR Certificate Reference	Tests	Test complete	Comments
	bodies, they should ideally seek signed indemnities from the recipient body or their members agreeing to underwrite the loan debt		
J: Accounting statements prepared during the year	Ensure that, where the annual turnover exceeds £200,000 appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting	Yes	LTC reports on a receipts and payments basis, as turnover under £200,000.
	Ensure that appropriate accounting arrangements are in place to account for debtors and creditor during the year and at the financial year-end	Yes	Scribe accounting package used.
K: If the authority has certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt	The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline	N/A	N/A
	That it has been published together with all the required information on the Authority's website and noticeboard	N/A	N/A
L: The authority publishes information on a website/webpage and complies with the relevant Transparency Code	<p>FOR COUNCILS COVERED BY THE UNDER £25,000 EXTERNAL AUDIT EXEMPTION : A review of the Authority's website shows that all the required documentation is published in accordance with the Transparency code :</p> <ul style="list-style-type: none"> • A list of all expenditure of £100 • End of year Accounts 	N/A	N/A

AGAR Certificate Reference	Tests	Test complete	Comments
	<ul style="list-style-type: none"> • Annual Governance Statement (by 30th Sept) • Detailed Internal Audit Report (for previous year) • List of Councillors and responsibilities • Details of public land and buildings • Minutes, Agendas and meeting papers of formal meetings and committees. 		
	<p>FOR COUNCILS <u>OVER</u> THE £25,000 EXEMPTION LIMIT : A review of the Authority’s website shows that:</p> <ul style="list-style-type: none"> • A list of all expenditure of £500 • End of year Accounts • Annual Governance Statement (by 30th Sept) • Detailed Internal Audit Report (for previous year) • External Audit report and certificate (for previous year) • List of Councillors and responsibilities • Details of public land and buildings • Details of goods and services open to tender quotes. 		

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M: The authority has, during the previous year correctly provided during the period for the exercise of public rights as required by the Accounts and Audit regulations	Check that the require 'Public Notice' has been created and clearly stated that there is a 30 working day period when the Authority's records are available for public inspection	29/04/2026	Public notice published on 17/06/2025, with a period of 19/06/2025 to 31/07/2025, which is 31 working days. End date should be 30/07/2026. Ensure that the period is 30 working days.
	Check that the Council has minuted the relevant dates of this period at the same time as approving the AGAR	29/04/2026	On the agenda but no details in the minutes. Recommend making sure that this is clear in the minutes.
N: The authority complied with the publication requirements for the prior year AGAR	Ensure that the statutory disclosure/publication requirements in relation to the prior years AGAR have been met as detailed on the front page of the current years AGAR	29/04/2026	Ensure that the AGAR is published signed by the Clerk/RFO and Chair with the meeting and minute references of the meeting at which it was agreed.
O: The authority has complied with laws, regulations and proper practices relating to digital and data compliance	Email management: check Generic email address on an authority owned domain,	29/04/2026	All officers and councillors have email addressed on an authority owned domain.
	Check that the website has been checked, at least annually, and that the accessibility statement has been updated as required.	29/04/2026	The website has an accessibility statement (needs to be reviewed).
	Check when the authority last completed a data audit.	29/04/2026	No data audit. Recommendation 5: to conduct an annual data audit and to ensure that this is normal practice when the council is merged with a neighbouring council in May 2027.
	Ensure the authority has prepared and formally adopted a data protection policy that is reviewed at least once annually.	26/04/2026	A data protection policy is to be adopted at the April Full Council meeting, which is outside the period for this Internal Audit.

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	Ensure that the authority has an up to date IT policy in place	29/04/2026	IT Policy agreed by Full Council in April 2026, which is outside the period for this audit.
P: Trust funds (including charitable) – the Council has met its responsibilities as a trustee	Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements	29/04/2026	Confirmed.
	That the Council is the sole trustee on the Charity Commission register	29/04/2026	Langport Town Council is the sole managing trustee of Langport Town Trust.
	That the Council is acting in accordance with the Trust deed	29/04/2026	Confirmed.
	That the Charity meetings and account are recorded separately from those of the council	29/04/2026	The Town Council is sole managing trustee of the charity. As the Town Council is joining with a neighbouring parish council in May 2027, a meeting of the trustees is recommended to take place as soon as possible to consider the next steps. Recommendation 6: to have a meeting of the trustees as soon as practicable, and to seek advice from Local Council Association as to any necessary steps with the Charity Commission.
	Review the level and activity of the charity and where a risk-based approach suggests such, review the independent Examiners report	29/04/2026	No IE required, turnover is approx. £330.

Report compiled by:

Lisa Ulf-Hansen
Town Clerk, Bruton Town Council

Date : 11th May 2026