Internal Audit Report

27/06/2026

Ormesby St Margaret with Scratby Parish Council

I have completed an Internal Audit for Ormesby St Margaret with Scratby Parish Council for the year ending 31st March 2026.
I would like to thank the Clerk for providing me with all the information required to conduct a successful Internal Audit.
I would also like to commend the council and clerk for all the hard work put in to bring the council back up to compliant standard, especially when looking at the IA report from last year which was aborted and comparing it to all the data I have been provided with.

Please see my findings below.

1. **Proper Bookkeeping**
   Scribe accounts need to be brought up to date with PO's as the last listed one on record is dated 20/12/2025.
   This is not a major issue but could potentially cause difficulties during an external audit.

2. **Standing Orders**
   I can see it was reviewed and approved in Nov 2025. There is however no date listed for a future review date. To meet with compliance criteria, this needs to be reviewed annually and approved at a FC meeting.

3. **VAT**
   VAT has been reclaimed correctly, and the previous error has been rectified. I would however recommend RFO to review the VAT numbers on a quarterly basis and then presenting it to FC. FC will then have on record/minutes that VAT has been checked quarterly and the figures match with what will be submitted at YE.

4. **Risk Management**
   I can see that there is a financial risk assessment in place, this document sis however not dated, nor does it give any indication of when it was last reviewed or when it will be reviewed in the future.
   To meet with compliance criteria, this needs to be reviewed annually and approved at FC.
   I could not find any evidence that the council has a risk management policy in place. To comply with the AGAR there needs to be a annual review and formal approval of the risk management policy, and it also needs to be accessible via the website.

5. **The council does not have a general reserve policy in place.**
   A general reserve policy establishes transparent guidelines as to why funds are held and not spent.
   And the purpose of the policy is to set out how the council will determine and review the level of reserves.
   My recommendation is for the council to put a general reserve policy in place.

Other than the points listed above, I am happy to say that the Council is operating as it should and is considered compliant.
Thank you for having me.

Kind regards
Desere Nichol

Norfolk Association of Local Councils
Finance Officer / Internal Auditor