

**ROYSTON TOWN COUNCIL INTERNAL
FINAL AUDIT REPORT FOR THE
PERIOD ENDED 31 MARCH 2025**

ROYSTON TOWN COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2025

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Introduction

The internal audit was carried out in June 2025.

Summary of Work Completed

The work completed is identified in the following table below:

AREA OF WORK	WORK COMPLETED
Bank and Cash Reconciliations	<p>a) Bank reconciliations were reviewed and agreed each month to ensure that controls were working effectively throughout the period.</p> <p>b) The reconciliation for the period to 31/03/2025 was verified to the accounting data as entered to SAGE software.</p> <p>c) Cash reconciliations were reviewed to the period up to 31/03/2025.</p>
VAT Returns	<p>a) VAT returns for the year were reviewed and the debtor as at 31/03/2025 was verified to the trial balance as at that date.</p>
Risk Assessments	<p>a) The council's risk assessments were reviewed to ensure that due consideration has been given to identify the key and significant risks.</p> <p>a) To ensure that sufficient safeguards and controls are in place to mitigate identified risks.</p>
Fixed Asset Register	<p>a) The fixed asset register was reviewed to ensure that assets owned by the council are correctly recorded.</p>
Minutes of Meetings	<p>a) The minutes of meetings since the last internal audit were reviewed and any relevant information was noted.</p>
Review of Trial Balance	<p>a) The trial balance was reviewed for reasonableness</p> <p>b) The trial balance was confirmed to the accounts and annual return respectively to ensure financial results agree to source material.</p>

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Insurance	a) A review of insurance policies was conducted to ensure that sufficient cover is in place and is reasonable.
Payroll	a) Payroll was verified to the annual return and calculations for PAYE, National Insurance and Pension contributions were checked.
Substantive Income and Expenditure Testing	a) A sample of income and expenditure was selected and verified to supporting documentation and systems.
Borrowings	a) The PWLB lending facility was agreed to the annual return and supporting loan statement.

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Results

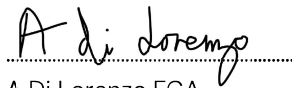
The work completed is identified in the following table below:

AREA OF WORK	OBSERVATIONS/POINTS
Bank and cash Reconciliations	ISSUES IDENTIFIED Discrepancies were identified when comparing the balance in the accounting records with the amount stated on the bank statement. It was not able to prove recorded in the accounting records was a bookkeeping error or monies received and not banked.
VAT Returns	The balance as at 31/03/2025 was reconciled to the financial statements. No further observations were made.
Risk Assessments	The Council's risk assessments were confirmed to be reasonable and safeguards are considered to be appropriate and reasonably implemented.
Fixed Asset Register	The fixed asset register looks to be maintained with assets owned by the Parish Council.
Minutes of Meetings	Minutes were reviewed and no pertinent issues were identified for the period under review.
Insurance	Documentation was reviewed and is expected to be sufficient to cover the requirements of the Council.
Substantive Income and Expenditure Testing	No issues identified with the extended tests and the samples selected were agreed back too supporting documentation. Recommendations We have recommended that cave income is logged when a booking is received to ensure we have source data to be able to test next year. Can you make sure that all purchase invoices are safely kept for the year.
Other Observations	ISSUES IDENTIFIED The payroll recorded in the accounting systems did not reconcile with the amount on the payroll reports.

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Conclusion

In our opinion the Council is keeping their books and records in order and is following internal control procedures that have been established.



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