

Moor Monkton Parish Council

Audit Plan – year ended 2025

This Audit Plan runs from January of each year. It actually covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April.

Tasks below can be undertaken by full council, a committee or a sub-committee unless defined otherwise.

Other recommended actions to be scheduled in are:

Risk assessment exercises – on assets and financial risk assessment, ie review that the council has safe and efficient arrangements to safeguard public money that it holds

Comprehensive review of the insurance policy

Internal control needs to include a review of employment arrangements, particularly around payment of salaries, ie that the correct salary is being paid and the council's liabilities need to be met.

VAT – being treated correctly – review this in the year.

Fixed assets and equipment being used correctly with supporting policies in this regard so that employees are aware of the council's expectations.

January	<ol style="list-style-type: none">1) Review the effectiveness of independent Internal Audit that the council has had in place for the preceding 12 months.2) Review the effectiveness of the councils internal financial controls (Using guidance in the Practitioner's Guide). For example check of accounting process of payments made electronically3) Review the Terms of Reference for the Independent Internal Auditor.4) Appoint and instruct an internal auditor for the next financial year .
February	<ol style="list-style-type: none">1) Internal control exercise to be carried out
April	<ol style="list-style-type: none">1) Start of the new financial year.2) Books closed to 31 March, end of year tasks to be completed, including draft completed AGAR on website3) Council to resolve its exemption from external audit depending on its gross income in the year.4) End of year information to internal auditor
May /June	<ol style="list-style-type: none">1) Council (must be full council), to approve the accounts by the external auditor's deadline and send accounts to EA by deadline2) Approved AGAR on the council's website3) Council to receive the independent auditor's detailed report and recommendations and decide action/improvement where necessary4) Complete and submit Employer PAYE Annual Return to HRMC by 19th May.
June	<ol style="list-style-type: none">1) Notice of public rights of inspection (to include first 10 working days of July)
July	<ol style="list-style-type: none">1) Public inspection of accounts to service

Sept / Oct	1) Internal control exercise to the carried out
November	1) Draft budget to be created and considered (or could be done in December as appropriate) 2) Review of internal controls such as Standing Orders and Financial Regulations.
December	1) Draft Audit Plan to be presented to the Council for approval (and implementation from January) 2) Submit precept levy to principal authority (may be done in January)