



# Information to be supplied in advance of Internal Audit

Please complete this form carefully to assist in the internal audit process. Councils should provide clear and accurate responses in each section, including a link to the relevant supporting document, the minutes reference indicating when the item was discussed or approved, and any additional notes or comments that may clarify the response. We have noted the version of documents we would expect to see, please use the notes section for further explanation if the council is not using these versions.

The completed form should be returned to your appointed auditor in advance of your scheduled visit.

**Council Name**.....

**Clerk/RFO**.....

**Website Address** .....

- | <input type="checkbox"/> Are you using GPC?              | Adoption Date..... | Minute Reference..... |
|--|--------------------|-----------------------|
| <input type="checkbox"/> Do you have play area/s?        |                    |                       |
| <input type="checkbox"/> Do you have Cemeteries?         |                    |                       |
| <input type="checkbox"/> Do you have Closed Churchyards? |                    |                       |
| <input type="checkbox"/> Do you have Allotments?         |                    |                       |
| <input type="checkbox"/> Do you have Defibrillators?     |                    |                       |



25/26 Precept (£) .....

Insurance Provider .....

ICO Registration Number .....

ICO registration renewal date .....

Audit area / requirement	Link to document on council's website	Adoption/review minute reference (if relevant)	Notes / comments
<b>Governance &amp; Procedure</b>			
<b>Standing Orders</b> <i>NALC Model Standing Orders (England) 2025</i>			
<b>Financial Regulations</b> <i>NALC Model Financial Regulations (England) 2025</i>			
<b>Code of Conduct</b> <i>LGA Code of Conduct 2020 (updated 2022)</i>			
<b>Publication Scheme</b> <i>ICO Model Publication Scheme (version 3)</i>			
<b>Councillors and Ethical Framework</b>	<b>Link to documents on council's website</b>	<b>Adoption/review minute reference (if relevant)</b>	<b>Notes / comments</b>
<b>Register of Interests</b> <i>Council's own website</i> <i>Principal authority's website</i>			



Agendas and Minutes	Link to documents on council's website	Adoption/review minute reference (if relevant)	Notes / comments
Full Council Summons/Agenda			
Committee Summons/Agendas			
Full Council Minutes			
Committee Minutes			
<b>Annual Meeting Summons/Agenda</b> <i>Held in May 2025 (LGA Sch 12 Part II s.7)</i>			
<b>Annual Meeting Minutes</b> <i>Held in May 2025 (LGA Sch 12 Part II s.7)</i>			
<b>2025 Annual Parish Meeting Agenda</b> <i>Held Apr – June 2025 (LGA 1972 Sch 12 Part III s.14)</i>			
<b>2025 Annual Parish Meeting Agenda</b> <i>Held Apr – June 2025 (LGA 1972 Sch 12 Part III s.14)</i>			
Policies and Processes	Link to evidence document on council's website	Adoption/review minute reference (if relevant)	Notes / comments
Health & Safety Policy			



<b>Data Protection Policy</b>			
<b>Record Retention Policy</b>			
<b>Other policies</b>			
<b>Risk Management</b>	<b>Link to evidence document on council's website</b>	<b>Adoption/review minute reference (if relevant)</b>	<b>Notes / comments</b>
<b>Risk Management Policy</b>			
<b>Risk Assessment reviews by Council/Committee</b>			
<b>Finance</b>	<b>Link to evidence documents on council's website</b>	<b>Adoption/review minute reference (if relevant)</b>	<b>Notes / comments</b>
<b>Budget Document</b>			
<b>Budget Resolution</b>			
<b>Precept Calculation/Resolution</b>			
<b>Asset Register</b>			
<b>Asset Register review date</b>			
<b>24/25 Internal Audit report</b>			
<b>24/25 AGAR</b> <i>Sections 1, 2 &amp; 3</i>			



<b>AGARS dating back to 2020/21</b> 5 years			
<b>New Assertion 10 Criteria</b>	<b>Link to evidence document on council's website</b>	<b>Adoption/review minute reference (if relevant)</b>	<b>Notes / comments</b>
<b>IT Policy</b>			
<b>Please provide generic council-owned, domain-based, official email address</b>			
<b>Please confirm that the council owns the domain and has full control over it</b>			

Please also provide your appointed auditor with a copy of the following:

- Insurance Policy/Schedule
- Draft AGAR Accounting statements 25/26
- Risk Assessments

On the day of your visit, please ensure you have a copy of the Annual Internal Audit Report from the 25/26 AGAR for your auditor to sign.

*If you have any questions when completing this form, please contact your appointed auditor or alternatively email CAPALC at the address below.*