

Ms G Langley  
Colne Town Council  
Albert Road  
Colne  
Lancashire  
BB8 0AQ

10/06/2026

Dear Ms Langley

**To the Chairman and Members of Colne Town Council  
Internal Audit of Accounts for the Financial Year ending 31<sup>st</sup> March 2026.**

I am pleased to inform you that the internal audit is complete for the year ended 31<sup>st</sup> March 2026. Appropriate checks have been carried out on the accounts and management arrangements to confirm that the systems of financial and other controls over the council's activities and operating procedures are effective.

Most of Colne Town Council's controls reviewed were found to be operating effectively. The audit identified a small number of opportunities to strengthen existing arrangements, particularly in relation to HR processes and controls designed to safeguard income-generating activities.

The Annual Internal Auditors Report contained within the Annual Governance and Accountability Return 2025/26 has been completed as required.

I would like to thank the staff of the Council for their assistance during the Internal Audit.

Yours sincerely



Katie Smith

# Annual Internal Audit Report 2025/26

## COLNE TOWN COUNCIL

WWW.COLNETOWNCOUNCIL.ORG.UK

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective   | Yes  | No* | Not covered** |
|--|--|-----|---------------|
|  | A. Appropriate accounting records have been properly kept throughout the financial year. | ✓   |               |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | ✓  |     |               |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | ✓  |     |               |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | ✓  |     |               |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | ✓  |     |               |
| F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.   | ✓  |     |               |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.  | ✓  |     |               |
| H. Asset and investments registers were complete and accurate and properly maintained.   | ✓  |     |               |
| I. Periodic bank account reconciliations were properly carried out during the year.  | ✓  |     |               |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.   | ✓  |     |               |
| K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")  |  |     | ✓             |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.   | ✓  |     |               |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓  |     |               |
| N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).   | ✓  |     |               |
| O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.   | ✓  |     |               |
| <b>P. (For local councils only)</b><br>Trust funds (including charitable) – The council met its responsibilities as a trustee.   |  |     | ✓             |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/05/2026

13/05/2026

KATIE SMITH

Signature of person who carried out the internal audit



Date

10/06/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).