

26 November 2025

Mr Malcolm Wilkinson  
Town Clerk  
Blyth Town Council  
Arms Everyne House  
Quay Road  
Blyth  
NE24 2AS

Dear Malcolm,

**Internal Audit Report to the members of Blyth Town Council.**

I have completed the initial internal audit work of the Town Council's accounts, governance and procedures for the 2025/26 financial year.

The audit has been conducted in accordance with the Audit Commission Act 1998, the Local Audit and Accountability Act 2014, and the Accounts and Audit Regulations 2015. My work was also guided by and in accordance with the Practitioners' Guide 2025 issued by the Smaller Authorities Proper Practices Panel (SAPPP) and jointly published with the National Association of Local Councils and Society of Local Council Clerks. The audit was also guided by the Town Council's own Internal Audit Policy and Risk Assessments.

The audit work undertaken included a representative sample examination of transactions and evidence relevant to the amounts and disclosures in the summary accounts and notes for the financial period 1 April to 31 October 2025, to give full assurance that the accounts and notes to date are free from any material misstatement.

Please find enclosed my assessment of the system of internal control and my audit checklist giving details of the work conducted. Please note that the Internal Audit Controls and Tests Report has been amended to reflect fully the effective internal audit requirements set out within the SAPPP guidance. I have also undertaken a review of the Town Council's minutes and supporting papers to gain an overview of the Council's financial and governance controls.

Based on the work undertaken, I am satisfied that the Town Council's robust systems of financial and administrative management continue to operate effectively and efficiently and provide a sound audit trail.

There are no matters arising from the interim audit that give cause for concern that relevant legislation and regulatory requirements have not been met; I would however draw attention to the following two matters relevant to the completion of the 2025/26 Annual Governance and Accountability Return (AGAR):-

(i) It was noted that, as at the date of this letter, the full compliance work with the Charity Commission in relation to the separate charity "Blyth Valley Trust for Youth" was yet to be formally completed. It is important that this work is concluded and that the charity funds currently being held by the Town Council within its own accounts, be transferred to the charity prior to 31 March 2026. This work is essential, in order to fully comply with the accounting requirements and to avoid any qualification of the accounts by the Council's external auditor.

(ii) Further to discussion with both yourself and the Deputy Town Clerk, I would take this opportunity to advise that the Annual Governance Statement, Section 1 of the AGAR for the Financial Year 2025/26 will contain a new assertion requirement for the Council relating to "Digital and Data Compliance".

Full details of the new compliance requirements are set out in pages 46/47 of the SAPPP Practitioners' Guide 2025, as are details of the specific policy requirements. I would recommend that to ensure full compliance, and as a matter of priority, the Town Council undertake an early review of its current procedures and an appropriate update of its relevant current policies (Data Protection and Freedom of Information).

The Council should also both adopt and publish a new IT Policy, as is now required, to ensure that sensitive information is handled in a controlled environment with appropriate security measures and fully aligns with General Data Protection Regulations. That work will need completion and adoption by the Town Council in advance of 31 March 2026.

My thanks to you, Elaine and all your staff for the hospitality, courtesy, and patience in answering my many initial questions regarding both the systems, plans and projects of the Town Council at this time.

I have included an invoice for the work undertaken to date and will be in touch in due course to make arrangement to conclude the full internal audit work on completion of the Town Council's annual accounts for 2025/26.

If there are any matters you wish to discuss or clarify, please do not hesitate to contact me.

Kind regards,

**Mike Slaughter**  
**Internal Auditor**

## SYSTEM OF INTERNAL CONTROL 2025/26

By appointment, I provide an internal audit service for Blyth Town Council for the financial year ending 31 March 2026 and acting independently, I examined the system of internal control by undertaking the following initial interim tests and reporting my findings to the Council.

	<b>TEST</b>	<b>UNDERTAKEN</b>
1	Checking that books of account have been properly kept throughout the year to date.	Yes
2	Checking a representative sample of payments (40% of all transactions 1 April – 31 October 2025) to ensure that the Council's financial regulations have been met, invoices fully support payments, expenditure is properly approved and that VAT is correctly accounted for and reclaimed.	Yes
3	Reviewing the Council's risk assessment records and ensuring that adequate arrangements and insurance cover are in place to manage all identified risks.	Yes (Further detailed work at year end)
4	Verifying that the annual precept request is the result of a proper budgetary process; that the budget process has been regularly monitored and that the Council's overall reserves are adequate.	Yes
5	Checking a sample of income records (40%) to ensure that correct prices have been charged, income is received, recorded and promptly banked and that VAT is properly accounted for.	Yes
6	Reviewing petty cash records to ensure receipts support payments, expenditure is approved and VAT is correctly accounted for.	Yes
7	Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied.	Yes
8	Checking the accuracy of the assets and investment records	Yes
9	Evaluating the accuracy and timeliness of periodic bank account reconciliations.	Yes
10	Year-end testing on the completeness and accuracy of the financial statements	Full work to be undertaken as part of Year-End AGAR.

Based on my initial interim examination of the Council's records for the financial year 2025/26, which is limited to the tests indicated above, it is my view that the Town Council have a system of internal controls in place that are adequate and effective for the purpose intended. Where considered appropriate, I have made recommendations to the Town Council for both reference and action.

**Mike Slaughter**  
**Internal Auditor**  
**26 November 2025**

**BLYTH TOWN COUNCIL**  
**FINANCIAL YEAR 2025/26**  
**INTERNAL AUDIT CONTROLS AND TESTS**

INTERNAL CONTROL	AUDIT TESTS	OUTCOMES YES/NO
<p><b>Accounting Records</b></p> <p><b>A.</b> Appropriate accounting records have been properly kept throughout the year.</p> <p>Periodic bank account reconciliations were properly carried out during the year.</p>	<ul style="list-style-type: none"> <li>● Ensure the correct roll forward of the prior year cashbook balances to the new financial year</li> <li>● Check a sample of financial transactions in cashbooks to bank statements</li>   <li>● Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members</li> <li>● Verify the accuracy of the year-end bank reconciliation detail and ensured accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8.</li> <li>● Where the authority has bank balances more than £100,000 it has an appropriate investment strategy.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Further work to be carried out at 2025/26 year-end AGAR.</p> <p>Yes</p>
<p><b>Standing Orders &amp; Financial Regulations</b></p> <p><b>Payment Controls</b></p> <p><b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> <li>● Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version.</li> <li>● Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs</li> </ul>	<p>Yes</p> <p>Yes</p>

<p><b>Risk Management Arrangements</b></p> <p><b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<ul style="list-style-type: none"> <li>• Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation.</li> <li>• Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments</li> <li>• Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements</li> <li>• Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Further work to be carried out at 2025/26 year-end AGAR.</p> <p>Yes</p>
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	public record of precepted amounts	
<b>Income Controls</b>  <b>E.</b> Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	<ul style="list-style-type: none"> <li>• Review “Aged debtor” listings to ensure appropriate follow up action is in place</li> <li>• Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.</li> <li>• Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time:</li> <li>• Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised</li> <li>• Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time</li> <li>• Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income</li> <li>• Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly</li> </ul>	Yes  Yes  Not Applicable  Not Applicable  Yes  Yes  Yes  Yes

	identifying the date(s) on which income is due and received / banked	
<b>Petty Cash Procedures</b>  <b>F.</b> Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	<ul style="list-style-type: none"> <li>• Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc)</li> <li>• Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held</li> <li>• Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held</li> <li>• Ensure that VAT is identified wherever incurred and appropriate</li> <li>• Physically check the petty cash and other cash floats held</li> <li>• Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings</li> </ul>	Yes  Yes  Yes  Yes  Yes  Yes  Not Applicable
<b>Payroll Controls</b>  <b>G.</b> Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	<ul style="list-style-type: none"> <li>• Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract</li> <li>• Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability</li> <li>• Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if</li> </ul>	Yes  Yes  Yes

	<p>off-scale, and with the contracted hours</p> <ul style="list-style-type: none"> <li>● Ensure that appropriate tax codes are being applied to each employee</li> <li>● Where free or paid for software is used, ensure that it is up to date.</li> <li>● For the test sample of employees, ensure that tax is calculated appropriately</li> <li>● Check the correct treatment of Pension contributions</li> <li>● For NI, ensure that the correct deduction and employer's contributions are applied</li> <li>● Ensure that the correct employers' pension percentage contribution is being applied</li> <li>● Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.</li> </ul>	<p>Yes</p> <p>Not Applicable</p> <p>Yes*</p> <p>Yes*</p> <p>Yes*</p> <p>Yes*</p> <p>Yes*</p> <p><b>*Northumberland County Council acts as a payroll agent for the Town Council, providing third party security and additional internal control</b></p>
<p><b>Assets &amp; Investment Controls</b></p> <p><b>H.</b> Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority</p>	<ul style="list-style-type: none"> <li>● Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets</li> <li>● The register should identify for each asset the purchase cost</li> <li>● Additions and disposals records allow tracking from the prior year to the current</li> </ul>	<p>Yes</p> <p>Further work to be carried out at 2025/26 year-end AGAR.</p> <p>Yes</p> <p>Yes</p>

	<ul style="list-style-type: none"> <li>• The asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals</li> <li>• Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority.</li> </ul> <p><b><u>Fixed asset investments:</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that all long-term investments (i.e. those for more than 12-month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at section 2, line 9.</li> </ul> <p><b><u>Borrowing &amp; Lending</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired</li> <li>• Ensured that the authority has accounted for the loan appropriately and recorded the full value of the loan.</li> <li>• Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5</li> <li>• Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10</li> <li>• Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.</li> </ul>	<p>Yes</p> <p>Further work to be carried out at the 2025/26 year-end AGAR.</p> <p>Yes</p> <p>Further work to be carried out at 2025/26 year-end AGAR.</p> <p>Yes</p> <p>Further work to be carried out at 2025/26 year-end AGAR.</p> <p>Not Applicable (N/A)</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
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<p><b>Accounting Statements &amp; Year-End Procedures</b></p> <p><b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</p>	<ul style="list-style-type: none"> <li>• Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein</li> <li>• Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Further work to be carried out at 2025/26 year-end AGAR.</p>
<p><b>Limited Assurance Review Exemption</b></p> <p><b>K.</b> If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.</p>	<ul style="list-style-type: none"> <li>• The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline</li> <li>• that it has been published, together with all required information on the Authority's website and noticeboard</li> </ul>	<p>Not Applicable</p> <p>Not Applicable</p>
<p><b>Website Requirements</b></p> <p><b>L.</b> The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.</p>	<p>Review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.</p>	<p>Yes</p>
<p><b>Exercise of Public Rights</b></p> <p><b>M.</b> The authority, during the previous year, correctly provided for the period for the exercise of public rights</p>	<p>Examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30</p>	<p>Yes</p>

as required by the Accounts and Audit Regulations.	working day period when the Authority's records are available for public inspection.	
<b>Publication Requirements</b>  <b>N.</b> The authority complied with the publication requirements for the prior year AGAR.	The statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR.	Yes
<b>Trust Funds</b>  <b>O.</b> Trust funds (including charitable) - the Council met its responsibilities as a trustee	<ul style="list-style-type: none"> <li>• Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements</li> <li>• that the council is the sole trustee on the Charity Commission register</li> <li>• that the council is acting in accordance with the Trust deed</li> <li>• that the Charity meetings and accounts recorded separately from those of the council</li> <li>• review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiners report</li> </ul>	<p>Full filing requirement work for "Blyth Valley Trust for Youth" still ongoing with the Charity Commission (CC). Expected completion of this work prior to 31 March 2026.</p> <p>Further work to be carried out at 2025/26 year-end AGAR.</p> <p>Yes</p> <p>Yes</p> <p>No meetings can be recorded and separate accounts held until CC compliance work is completed and funding formally transferred to the Charity.</p> <p>Further work to be carried out at 2025/26 year-end AGAR.</p>

**Mike Slaughter**  
**Internal Auditor**  
**26 November 2025**