

Councillor Boon
Chair of Holton-le-Clay Parish Council

Dear Sir,

Re: Internal Audit 2023-24

Thank you for inviting me to conduct the council's Internal Audit for 2023-24.

The scope of the audit was to inspect all areas of governance, for compliance with current legislation or best practice. Areas under consideration were:

- Existence of Key Governance Documents
- Compliance with Transparency legislation
- Overview of Accounts and Banking
- Adequacy of Budget preparation and monitoring
- Petty Cash management (if applicable)
- Consideration of Risk Management
- Spending in line with Legal Powers
- HR and Payroll record keeping
- Cemetery record keeping
- Completion of 2023-24 Annual Return (if available at time of audit)
- Transaction spot checks

The checklist on the following pages shows the items that have been considered, together with any recommendations. In summary, there were no concerns raised

The record keeping of the council is well organised and comprehensive, for which credit must be given to your Clerk.

Yours Faithfully,

Tony Shaw