

INVOICE

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01.05.2021

Year end internal Audit for Holton Le Clay parish council:

The following internal audit was carried out for the adequacy of the systems of control for the period from 01.04.20 to 31.03.21.

I would like to make the following comments:

1. The accounts are in excellent order with the supporting paperwork in place. They are very clear, I would recommended putting the invoices in order alongside the monthly cashbook printout, but that is just a suggestion.
2. VAT reclaim are done as required.
3. The assets are recorded in the asset register.
4. Good budget procedures are in place with the precept agreed by the council and recorded in the minutes on the 14th December 2020.
5. PAYE records are up to date and accounted for, for all staff members.
6. Council minutes are up to date and correctly record resolutions.
7. The council have good internal financial controls in place with the clerk providing financial reports to the council meetings. The council receive adequate information to enable them to make informed decisions.
8. Council policies are all up to date (review due in May 2021) with necessary arrangements in place to deal with any problems arising from the COVID-19 pandemic.

In conclusion, it was considered that procedures were in place which facilitated the accurate, timely and safe execution of council business.