

INVOICE

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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 01.04.21 to 31.03.22.

I would like to make the following comments:

1. The accounts are in excellent order with the supporting paperwork in place. The RFO has done a fantastic job presenting the accounts and getting them ready in such a timely manner.
2. VAT reclaims 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.
5. PAYE records are up to date and accounted for.
6. Council minutes are up to date and correctly record resolutions. I recommend that the Chairman initial each page of the minutes of council meetings and then sign and date the last page.
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.

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