

Beachamwell Parish Council

Internal Audit Report 2019/2020

I have examined Invoices, Receipts, Bank Account Statements and other accounting records for Beachamwell Parish Council for the Financial Year 2019/2020.

It is noted that three Parish Clerks have been employed during the 2019/2020 Financial Year. The current Parish Clerk has revised the Cash Book for the whole Financial Year and produced monthly spread sheets summarising the financial transactions and monthly Bank Account reconciliations. The accounting records are very well kept and clearly set out, with a clear audit trail from underlying financial records to the final accounts.

I can confirm that the receipts and payments are appropriate, properly authorised , and carried out according to Financial Regulations, however it is suggested that the cheque counterfoils be initialled by the cheque signatories to further strengthen Internal Control.

It is noted that the Parish Council does not keep Petty Cash, any such expenditure is made by the Clerk and reclaimed on her expenses which are subject to the same level of scrutiny as other purchases made by the Parish Council .

I can confirm that the year-end accounts agree to the receipts and payments recorded in the Cash Book.

It is noted that no review of Parish Council documents including Members' Standing Orders, Financial Regulations, Risk Assessments, and other relevant policies has been recorded in the minutes.

It is recommended that these documents be reviewed annually, revised where necessary to ensure they are fit for purpose, and formally adopted by resolution of the Parish Council and recorded in the minutes.

It is my opinion that adherence to these regulations and policies, which are effective in providing a robust Internal Control mechanism, will significantly minimise the Parish Council's business risks. ¶



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