

Eccleshill & Waterside Parish Council

Internal audit report for the financial year ended 31st March 2020

In carrying out the internal audit I focused on the following areas:

- 1) The Parish Council operates computer spreadsheets so all sheets were checked for accuracy and formulae proved.**
- 2) All figures transferred to the annual return were checked and cross referenced.**
- 3) All payments were checked and appropriate invoices and payments to the clerk confirmed and checked to the payments sheet and the appropriate cheque book number.**
- 4) The bank reconciliation was checked and proved to be arithmetically correct.**
- 5) Copies of the bank statements were available and agreed to the closing balances in the ledger at 31st March 2020.**
- 6) In checking the minutes, the expenditure is reconciled monthly and a monthly report is produced for members giving the up to date position at every meeting.**
- 7) All account payments are agreed and minuted.**
- 8) PAYE is being correctly operated and quarterly tax payments made.**
- 9) The Parish has only a small precept of £2841.50 per annum, but internal controls ensure that all payments are signed off by two council members at the council meetings.**
- 10) The council has an up to date Risk Schedule in compliance with Regulation 4 of the Accounts and Audit (England) Regulations 2011. This schedule is reviewed annually.**

In conclusion I agree that the accounts produced are materially accurate and correct to the best of my knowledge, and I have no reservations in putting the accounts forward for external audit examination.

Mr Fred Cumpstey

Internal Auditor

5 June 2020