

ADDLETHORPE PARISH COUNCIL
INTERNAL AUDIT 2020/2021

I have carried out the audit of Addlethorpe Parish Council for the year 1st April 2020 to 31st March 2021 and make the following observations and notes:

- | | |
|---------------------------|--|
| A ACCOUNTS | Appropriate records have been kept throughout the year and are easy to follow giving a good audit trail. |
| B FINANCIAL REGS/INVOICES | Standing Orders, Financial Regulations and Risk Assessments were carried out during the previous financial year. Due to lack of meetings these were not reviewed during the current year, but are required to be reviewed during 2021/22 year. |
| C RISK ASSESSMENT | it is noted that the Risk Assessment is in place. |
| D PRECEPT/PROGRESS | Regular reports on financial situation have been circulated to members. Progress of expenditure/income against precept/anticipated are undertaken. The Budget process was proper and adequate |
| E INCOME/VAT | Expected income was received and paid directly into the bank and VAT on payments has been claimed. |
| F PETTY CASH | There is no petty cash held. |
| G SALARIES | The Clerk has set up and is operating a PAYE system using the Inland Revenue RTI software. |
| H ASSETS | The Asset List was checked in the previous year. |
| I RECONCILIATIONS | Year end reconciliation was properly carried out and regular reconciliations undertaken throughout the year. |
| J ACCOUNTING BASIS | The correct accounting basis has been used. |
| K TRUST FUND | There are no trust funds. |

NOTES:

The Clerk has presented the accounts in a clear fashion with a good audit trail. There is nothing that has raised any concerns for this financial year's audit.

Some payments are yet to be ratified due to lack of meetings, these should be done at the next available meeting (24th Feb – Barrier People; 11/3 Clerks salary; 31/3 Welton Garden Services; Clerks salary & expenses).

It has been a difficult year for small Parish Councils due to restrictions on meetings and the Clerk has managed the Council's affairs in the best way possible with procedures to ensure decisions and payments were agreed by members. She also had a difficult personal time and should be congratulated for continuing to ensure Parish Council business was covered.

J. Cooper BSc

17th May 2021