

REPORT TO MEMBERS OF WHITTLE-LE-WOODS PARISH COUNCIL DATED 9TH MAY 2022
INTERNAL AUDIT FOR THE YEAR ENDED 31ST MARCH 2022

I have completed the Internal Audit for Whittle-le-Woods Parish Council which included inspection of documentation and relevant accounts and the operation of internal controls and conducted a detailed check of the accounting information available covering -

1. Bank Reconciliations/Bank Statements.
2. Annual Precept.
3. Budget process.
4. Expenditure and Income analysis and supporting documentation.
5. Insurance Cover.
6. Salaries to employees.
7. Risk Assessment.
8. VAT Register.
9. Asset Register.

It was evident that regular Bank Reconciliations were provided and distributed with the Agenda to Councillors. An examination of Bank Statements confirmed the accuracy of bank reconciliations for the year end. Salaries to employees were paid in accordance with Parish Council approval and appropriate payments in respect of PAYE and National Insurance were correctly recorded. VAT was recorded appropriately.

Income - an inspection of income revealed that the required documentation was in place.
Expenditure - An inspection revealed a correlating trail from receipt of invoices, contract and referencing.

Website, Notice Boards and Clayton Green Library information facilities provided adequate compliance with Freedom of Information Rules.

Asset and Risk Assessment Registers were accurate and properly maintained.

A thorough, immaculate and quick reference up-to-date spreadsheet system was in place.

To summarise, I am satisfied that a thorough and effective accounting system is in operation and all the financial regulations have been met with no other risk areas identified.

Eileen Whiteford
Internal Auditor
9th May 2022