

INTERNAL AUDIT REPORT PREPARED ON 13 MAY 2021 BY DIANE COSTON

Having completed an internal audit for Billingford Parish Council for the tax year 01 April 2020 to 31 March 2021 my findings are as follows:-

The cheque stubs and Invoices all agree with the paperwork provided including cheque stubs and bank statements, the cheque stubs and Invoices appear to be initialled by one parish councillor, in accordance with the financial regulations rule 1f they should be initialled by two Parish Councillors. I have also seen the paperwork regarding standing orders and risk assessment/control documents. The accounting records have been kept in proper order in the receipts and payments record book created by Griselda.

Mrs Hubbard has a contract with Billingford Parish Council and I have seen the paperwork that verifies she is on the PAYE system, I can also confirm that she pays tax on her earnings.

Billingford Parish Council has adequate insurance in place with 'Zurich' for Public Liability and to cover the assets in the assets register.

The finances have all been minuted and the A G A R completed correctly, there is an adjustment from part 4 in the 2019/2020 A G A R which needs to be staff salary only, with other staff expenses now going into part 6.

Finally I looked at the Billingford Parish Council website and found it to be easy to navigate very informative open and honest, it is being kept up-to-date bearing in mind the difficulties the Coronavirus has caused with fewer meetings being held on-line for the past year.

D. Coston
14-5-21.