

INTERNAL AUDIT REPORT 30th JULY 2020 PREPARED BY DIANE HOWE

Having completed an internal audit for Billingford Parish Council for the tax year 01 April 2019 to 31 March 2020 my findings are: -

The receipts and Invoices which have been initialled and cross referenced all agree with the paperwork provided including cheque stubs and bank statements. The accounting records are kept in proper order in the receipts and payments record book created by Mrs Griselda Hubbard. I have also seen the paperwork regarding standing orders, financial regulations and risk assessment/control documents.

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

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

I have viewed the minutes and see the finances have all been correctly minuted also that the AGAR is completed properly.

Finally I looked at the Billingford Parish Council website and found it to be very informative open and honest, those that view it will be kept up-to-date with the Parish Councillors, news regarding the next on-line meeting and other items of interest to local people.

D. Howe