

INTERNAL AUDIT REPORT PREPARED ON 28<sup>th</sup> April 2023 BY DIANE COSTON

Having completed an internal audit for Billingford Parish Council for the tax year 01 April 2021 to 31 March 2022 my findings are as follows:-

The cheque stubs and Invoices all agree with the paperwork provided including bank statements. The cheque stubs and Invoices are initialled in accordance with the financial regulations. The accounting records have been kept in proper order in the receipts and payments record book created by Griselda.

I have read the paperwork regarding standing orders and risk assessment/control documents.

H M R C payments are recorded and made promptly.

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 are all minuted and the A G A R completed correctly.

Finally I looked at the Billingford Parish Council website and found it to be easy to navigate, very informative and up-to-date.

D. C. Coston.