

MONTH INTERNAL AUDIT REPORT

NEIL MARTIN HODGON

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10TH May 2021

TO:

WHELDRAKE PARISH COUNCIL

Dear Councillors

WHELDRAKE PARISH COUNCIL INTERNAL AUDIT REPORT YEAR END 31ST MARCH 2021

Having completed the Internal Audit for Wheldrake Parish Council, year ending 31st March 2021 in accordance with the 'Governance and Accountability for Local Councils, 2016, Regulations' and using the enclosed list of questions, I would like to bring the following points to the Council's attention.

Cheque Stubs

Cheque stubs were initialled by the signatories of the Cheque apart from Cheque Numbers 100444 and 100445 which just had one initial.

Receipts and Invoices

Undated Invoice from Christmas Direct totaling £2,229.30. On the back of this Invoice Cheque number 100441 was issued on the 16th December 2021 for £1,000 to Ad – Astra. There are notes on the Meeting Agenda to pay £1,000 – there is no supporting documentation/Invoice from Ad- Astra

Grants

The following Grants have been approved on the Meeting Agenda.

£1,500.00 - Scouts Grant - Undated - Cheque Number 100444

£1,500.00 PTA Grant - Undated - Cheque Number 100445

£1,573.86 Playgroup Grant - 12.02.21 - Cheque Number 100448

As requested previously for Accounting/Audit Purposes a Grant Pro Forma should be in place detailing the Grant as well as a signature for the receipt of the funds. This need to be put into place.

Bank Reconciliations

There is now evidence that Periodic Bank Reconciliations have been undertaken during the year.

Other Comments

Assets Register – One in place and accurate. .

I am satisfied on the basis of my examination of the Wheldrake Parish Council Accounts that the records are maintained satisfactorily in line with the Audit Commission's current recommendations and are free from material error.

I am pleased to confirm that we have seen improvements in the accounting practice. However there are still a couple of areas to work on. This year an Internal Audit was undertaken in October 2021. I firmly believe this has helped with the procedures and practices. I would recommend that this is continued in the next financial year.

Neil M Hodgon