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14th November 2019

The Chairman  
Cringelford Parish Council

Dear Sir,

**Interim Internal Audit for the year ended 31st March 2020**

I thank the Council for re-appointing me to carry out the internal audit for the 2020 accounts. I remind you that, according to the Local Councils' Governance and Accountability Guidance, the purpose of internal audit is to review whether the systems of financial and other control are effective; neither the internal nor the external auditor can be expected to look for fraud. I do not give an opinion on the accounts, I am required to review controls and give recommendations.

I attended the Parish Council offices on 12th November 2018 and carried out the following work on the Council's books and records as interim audit:

**1. Proper Bookkeeping:**

- I checked a sample of payments from the nominal ledger to invoices, including all large amounts, ensuring VAT separated appropriately
- I compared a sample of receipts to supporting documentation, including precept and CIL receipts

**2. Financial Regulations:**

- Financial Regulations were reviewed by the Council in May 2019
- Standing Orders were reviewed in May 2019
- the Review of Internal Controls was done in May 2019

**3. Risk Arrangements:**

- I reviewed minutes for unusual items
- the risk assessment is reviewed regularly by the Finance Advisory Group

**4. Budgetary Controls:**

- a review of actual spending to budget figures is presented at each meeting, signed to indicate acceptance of the figures and filed with the signed minutes
- a list of payments is presented at each Council meeting, signed to indicate approval and filed with the signed minutes
- two signatories initial each invoice to confirm that payment may be made
- I checked September online payments from bank statements to invoices

**5. Income Controls:**

- I reviewed receipt of precept
- I reviewed significant income during year
- there is an effective system in place for invoicing hirers of the Willow Centre

**6. Bank Reconciliation:**

- I ensured carried out regularly
- I checked bank reconciliation as at 30th September 2019 to bank statements

The above tests and review work showed the accounts are supported by invoices and receipts and are reconciled regularly to bank statements, and that the Council is actively involved in monitoring spending and income.

The Statement of Internal Control needs updating to reflect that most payments are now done online.

I should like to take the opportunity to thank Sonya and Sam for their hospitality and for their assistance with the audit.

Yours faithfully,

*Pauline James*

Pauline James BA,  
Cert of Higher Education in Community Engagement and Governance