

Wendling Parish Council Internal Audit Report.

For the year ended 31st March 2017

Our internal audit has been carried out and we comment on the internal control objectives as below:

Accounting Books

The cashbook is maintained by hand written ledger. This was previously written in pencil, but on our previous advice is now written in pen.

Financial regulations, payments & VAT

We carried out an inspection of a of payments, we confirm that all payments were supported by an invoice and approval had been obtained for all payments.

Petty Cash payments

Petty cash was not covered in the audit as a petty cash system is not used.

Salaries & Wages

All salary and wages payments are approved on a monthly basis. PAYE is being correctly paid to HMRC each month by the payment deadline.

Bank account reconciliations

A year end bank reconciliation has been provided and agreed. Regular monthly bank reconciliations have been performed.

Carried out by:

Signed: 

Dated: 15/5/2018



SCS Accounting Solutions
Unit 5, Broadway Barns
The Broadway, Scarning
Dereham, NR19 2LQ
Telephone: 01362 691275

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For the year ended 31st March 2018

Cash Book

Balance brought forward 01/04/2017	£10,602.02
Total Expenditure	£5,161.76
Total Income	£6,821.14
Balance as at 31st March 2018	<u>£12,261.40</u>

Bank Reconciliation

Account Balances

Community Account	£4,682.43
Business Premium Account	<u>£7,578.97</u>
	<u>£12,261.40</u>
	<u>£12,261.40</u>

We confirm that the year end bank reconciliation has been agreed and checked as above. All outstanding cheques have been verified. Bank statements have been supplied showing the balances as at 31st March 2018.

Audit carried out by:

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