

Report of the annual internal audit of Wood Dalling Parish Council for the year ended 31st March 2018

I confirm that I have acted independently and on the basis of the assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the relevant period.

I have followed the 'Governance and Accountability for Local Councils Appendix 9 – An Approach to internal audit testing'.

I have completed the Annual internal audit report 2017/18 and agreed with all the objectives (except for petty cash records which are not applicable).

Although overall I am in agreement that the council has complied with their responsibilities, I would make the following observation:

The financial management – internal control policy makes reference to a Councillor reviewing bank statements on a quarterly basis and at year end. There was no evidence that this had been carried out. The bank statements were unsigned.

No comparison of receipts / payments in relation to the budget was seen, as detailed in Financial Regulations

Many of the cheque stubs were unsigned or only signed by one signatory.

Regards

Jo

A handwritten signature in black ink, appearing to read 'Jo Boxall', written over a faint, larger version of the same signature.

Jo Boxall – Town Clerk

White House, Pettywell, Reepham, Norfolk, NR10 4RN

T: 01603 879480 email: jo@just-jo.co.uk