

## **Internal Audit Provision for Keelby Parish Council**

**For the year 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

Dear Chairman

I thank you for again, giving me the opportunity to carry out an internal audit on your accounts and financial transactions for the year ended 31<sup>st</sup> March 2022 . I am pleased to say that the accounts and documentation have been presented to me this year with much improved clarity , thereby making the audit a more straightforward exercise. This has been very much appreciated.

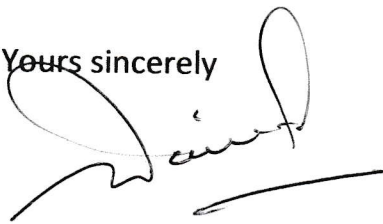
### **GENERAL OBSERVATIONS**

- 1) Having regard to the documents presented to me I have carried out a comprehensive random check of receipts and payments against the bank records and recorded payments in the minutes. I note with satisfaction that the Council has adopted a Code of Practice for the processing and payment of Accounts.
- 2) The analysis of receipts and payments now correctly show a separate record of VAT payments which will in turn support your claim for VAT reclaims.
- 3) All though it is unlikely that payments made under Sec 137 will exceed the overall limit provided for in any one year, any such payment should be recorded separately. All that is required is to simply record "Sec 137 " in the donations column of your analysis.
- 4) The preparation of the monthly payments schedule appears to operate quite satisfactorily, however I would make the one caveat :- Any Councillor having a direct connection to the Sports Association should not Propose or Second any payment schedule which includes a payment to the Sports Association.

- 5) A Statement of Account was produced and balances agree with the Bank Statements, accordingly I am therefore satisfied that the accounts as presented to me reflect a true record of your Council's financial position.
- 6) In conclusion I am pleased to report that there are no matters which cause any concern which I feel it necessary to draw the Council's attention.

If I can be of assistance in the future, I will be pleased to do so.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stuart Davis', with a long horizontal flourish underneath.

Stuart Davis