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The Chairperson,
Keelby Parish Council,
C/o Mrs. J. Milson,
Westfield house Barton Street,
Keelby.

10th April 2025

Internal Audit Provision for Keelby Parish Council

For the year 1st April 2024 to 31st March 2025

10th April 2025

AUDIT LETTER

Dear Chair

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 31st March 2025. I am pleased to say that the accounts and documentation have been presented to me in a clear and professional manner, The Audit trail has been straight forward and precise, with a correctly balanced Statement of Account being provided.

A well presented set of accounts

Method of Audit

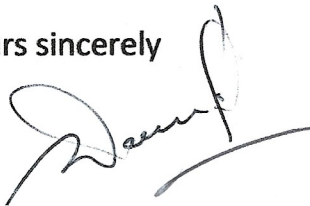
- 1) Having regard to the requirements of an Internal Audit from the documents presented to me : I have carried out a comprehensive random check of receipts and payments throughout the year , against the bank records , recorded payments in the minutes and the schedules of payments and receipts. I have found no errors in the accounts.

- 2) Details of receipts and payments have been correctly recorded by your Financial Officer and properly balanced to accord with the opening and closing of balances on the bank statements for the year.
- 3) Regular bank reconciliations have been maintained throughout the year and expenditure has been properly monitored against the budget.
- 4) All VAT payments have been correctly recorded and duly reclaimed.
- 5) The preparation of the monthly payments schedule appears to operate well, being approved by the Chair and two Members.
- 6) I am satisfied that the AGAR forms are correctly completed based on the records provided and I am further satisfied that the accounts ,as presented to me, reflect a true record of your Council's financial position.

In conclusion I am pleased to report that there are no matters upon 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 extending to the right.

Stuart Davis
(Internal Auditor)