

Chairman
Amberhill Parish Council
38 Milne Green
Swineshead
PE20 3NP

Tuesday, 01 June 2021



Dear Councillor,

REF: REPORT OF FULL YEAR INTERNAL AUDIT 2020/21

Internal Audit of Amberhill Parish Council relevant procedures and controls

I have conducted a review of the financial and other relevant records maintained for the Parish Council during 2020/21 and have made the following observations:

- Expenditure has been recorded accurately and is supported by valid documentation which has been approved where necessary
- VAT, where appropriate, has been correctly accounted for
- Income has been recorded properly and accounted for promptly
- Salaries have been paid in accordance with the Council's approval, PAYE and NIC have been deducted where appropriate and paid over to HMRC
- The Asset Register has been fully maintained
- Bank reconciliations have been accurately maintained on a regular basis
- Adequate budgetary controls have been implemented and are reviewed regularly
- The council's website is up to date and has the required Financial, AGAR and meeting notes

The underlying records for the Year End accounts are being adequately maintained

On the basis of my findings listed above, I conclude that the internal control objectives set out are currently being achieved to an adequate standard required to meet the needs of the Council.

Thank you for asking me to conduct the council's internal audit

Yours sincerely

V Clark

Mrs Victoria Clark

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