

13th January 2022.

To: The Chairman and elected Members, Nettleham Parish Council

Interim Internal Audit Report.

In order to undertake an interim internal audit review covering the financial period ending 31st December 2021 visited the parish office on Wednesday 12th January 2022.

Prior to the visit, I received some evidence via email from the clerk and conducted a review of financial records and other associated documents from the Parish Council website.

Please note, some original documents may contain ticks, signatures or dates in green ink, this is a usual audit method and practice.

Items included in the scope of this intermediate audit:

- Asset Register
- Authorisation of Expenditure
- BACS Payments
- Bank Reconciliation
- Bank Statements
- Budget: Expenditure / Monitoring
- Cashbook Entries
- Fees and Charges
- Financial Regulations
- Income
- Invoices
- Insurance
- Minutes
- Policy Documentation
- Risk Register
- Salary Processes and Payments
- Standing Orders
- VAT

General Notes

Payments: The Council has by resolution during the 2021/22 administration period to approve the continued use variable direct debit for utility supplies and other payments as appropriate.

Statement of Internal Audit

I am satisfied that the accounts and bank balances for the period ending 31st December 2021 are financially correct and that adequate and robust measures are in place and being utilised ensuring correct financial record keeping and best practice financial reporting to the Council.

The Parish Clerk & RFO and the Finance Assistant should all be thanked for their work in respect of the administration on behalf of the Parish Council.

The exemplary keeping of and presentation of accurate, comprehensive and robust documentation and financial records on behalf of the Parish Council should be noted.

I wish to take this opportunity to thank both members of staff for their courtesy and assistance extended to me during this process and remote 'visit'.

I have no reservations on issuing this interim statement of satisfaction in respect of the financial accounts and procedures for the financial period to 31st December 2021.

Steve Fletcher

Mr S Fletcher

IMO; Dip Ed (MA); CiLCA; MILCM; PSLCC; CertHE: CG-LCM