



17<sup>th</sup> February 2021.

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 31<sup>st</sup> January 2021 and in line with current Covid regulations and best practice working methods, I discussed the requirements of the Parish Council with the Clerk & RFO.

I received document evidence via email and conducted a 'zoom' review of financial records and other associated documents.

Please note, as a result, original documents will not contain ticks, signatures or dates in green ink, the usual audit and accounting 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
- Cheque Book Entries
- Financial Regulations
- Income
- Invoices
- Insurance
- Minutes
- Risk Register
- Standing Orders
- VAT

**Items excluded from the scope of this audit:**

- Fees and charges
- Staff salaries and relevant contributions

**General Notes**

**Payments:** The Council has (by resolution) during the 2020/21 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 31<sup>st</sup> January 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 31<sup>st</sup> January 2021.

*Steve Fletcher*

Mr S Fletcher

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