

Internal Audit Report for The Orchards & Margaret Marsh Parish Council for the Financial year April 2019 – March 2020

This audit is carried out at the request of Mrs Rosanne Jacques – Parish Clerk

Documents used to conduct the audit

Minutes of meetings held
Bank statements/Cheque books/Cash book
Administrative & Financial Regulations
Asset Register
Risk Registers
Insurance Documents

Minutes

The minutes of the meetings are well documented and maintained, with all items given due consideration by the council. All regulations have been adhered to regarding authorisation for payments.

Insurance

Parish Council Insurance Policy No: YLL2720278713 refers for 2019-20 20
Payment approval minute number 8d (i) refers.

Risk Register

The risk register was presented and adopted at the meeting held on 19th November 2019. Minute 26 refers.

Asset Register

The Asset Register was presented and adopted at the meeting held on 19th November 2019. Minute 26 refers.

Accounts

A draft precept was presented at the meeting held on 19th November 2019. After discussion it was agreed to set a precept of £2428.00 for the year 2020 – 2021.. Minute 28 refers.

VAT

VAT claim for £45.36 was made and received on the 10th February 2020.