

Barton Bendish Parish Council

Internal Audit Report 2018/2019

I have examined Invoices, Receipts, Bank Account Statements and other accounting records for Barton Bendish Parish Council for the Financial Year 2018/2019.

It is noted that the Parish Council does not keep Petty Cash, any such expenditure is made by the Clerk and reclaimed on her expenses which are subject to the same level of scrutiny as other purchases made by the Parish Council .

I can confirm that the receipts and payments are appropriate, properly authorised and minuted, and carried out in accordance with the council's Financial Regulations. The accounting records are very well kept and clearly set out, with a clear audit trail from underlying financial records to the final accounts.

I can also confirm that the year-end accounts agree to the receipts and payments recorded in the Cash Book.

The Members' Handbook which includes the Parish Council's Standing Orders, Financial Regulations and Risk Assessment compiled by the Clerk was reviewed in September 2018. It is noted that substantial amendments had been made to the Standing Orders, in order to bring them up to date in line with the model standing orders from the National Association of Local Councils. The other documents in the handbook were deemed to be still fit for purpose.

The revised Members' Handbook was formally approved at the meeting of the Parish Council on 24th September 2018

It is my opinion that the regulations contained in the Members' Handbook are effective in providing the basis of a robust Internal Control mechanism. The council's continued adherence to these regulations should significantly minimise its business risks.



Christine Hurley
The Old Chapel
Chapel Lane
Fincham
King's Lynn
Norfolk
PE33 9EN

Internal Auditor

April 26th 2019