

Claire Miller, 65 Addycombe Gardens Rothbury, NE65 7PE

22nd April 2025

INTERNAL AUDIT REPORT FOR DUDDO PARISH COUNCIL YEAR ENDING 31/3/25

I have carried out the internal audit by reviewing electronic documents kindly supplied by the Clerk, and perusing the Council website.

The Clerk was engaged September 2023, with a draft letter of appointment approved.

The cashbook is maintained and up to date.

I have verified the accuracy of the year-end reconciliation detail and disclosure of the bank balances in the AGAR.

The Council re-adopted the Northumberland ALC Model Standing Orders at their meeting held 15/5/24.

The Council has not been required to seek formal quotations during the financial year.

There has been no VAT payable on any payment.

The standard liabilities for Parish Council's such as public/products/employers liability, and officials indemnity are included within the insurance policy.

2024-2025 precept of £800 was agreed at Parish Council meeting held 11/01/24.

The Asset Register and Risk Assessment were reviewed at meeting held 15/5/24 and displayed on the Council website.

The AGAR 2023-2024 and notice of inspectors rights were displayed on Council website.

One item came to my attention as follows:

1.The value of Assets are not included in Box 9 of the AGAR.

Internal Control Objectives

I have ticked YES to all Internal Control Objectives, except Internal Control Objective F, as the Council does not operate Petty Cash.

I confirm that I have examined the relevant accounts as presented to me by the Clerk/RFO.

The accounts are in good order and are managed in a timely and responsible manner. Regular bank reconciliations are presented. They are the Council's best tool to monitor financial management of its accounts. Reports to Council of receipts and payments are in line with legislation.

I hereby state that I am satisfied with Duddo Parish Council's conduct of its financial affairs, its accounts procedures and its financial reporting.

Signed:

A handwritten signature in black ink, appearing to read "C. Miller", is written over a faint, rectangular watermark or stamp.

