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**Hartshill Parish Council Internal Audit
22nd May 2025**

Additional comments to the Annual Audit Report

The standard of record keeping, and policies and procedures was excellent. The Clerk has a particularly good understanding of the requirements of the role, and many of the points raised in the past have been addressed.

A few points arose during the Audit which are comments for future procedures, but no errors or omissions were found.

- In following the audit trail for payments made, all procedures have been followed and the trail easy to navigate. However, on two occasions the minuting of the approval for the works or services was insufficient to follow an audit trail from “order” to payment. More details minuted would be of help in the future.
- A budget for the assessment of the precept required had been well drawn up and presented, and discussions minuted. However, the reserves held were recorded as part of this budget, but no details were given as to allocation of these reserves.
- No instances of tendering or quotation appeared during the year due to no large works being conducted, but the financial regulations showed the policies in place for this to happen.
- Some policies are to be reviewed and adopted at the annual meeting, but last year were minuted at the march meeting, these include the standing orders and the financial regulations.

It was notable that all documents required at the audit were readily available and easily “navigated,” making the audit process efficient. I was impressed with the efficiency of the Clerk and the comments made above are for future guidance.

Please note that I can confirm that I have not undertaken any tasks concerning this Council outside my Internal Audit role, such as processing transactions or being involved in any decision making which would compromise my independence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bill Woolliscroft', with a long horizontal flourish extending to the right.

Bill Woolliscroft