



SLJ FINANCE

Principal – STEVE JONES
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William S Griffiths
Clerk of the Council
Quatt Malvern Parish Council
9 Stretton Close
Bridgnorth
WV16 5DB

Your Ref:

Our Ref:

5 May 2017

Dear Bill

Internal Audit 2016/17

Many thanks for your letter dated 10 April and accompanying information. I would confirm that I have now completed the audit and overall am satisfied that everything is in order and correct. I have therefore signed Section 4 of the Annual Return. I would also confirm that I have based the audit around Appendix 9 of the Governance and Accountability for Local Councils.

There are however a couple of areas which do require your attention.

1. It is standard practice to make reconciliations and checks against original bank statements, rather than screen prints or on-line statements – as these can be manipulated. Please retain all bank statements in continuous run.
2. Having congratulated you on a more robust system for the payment of your salary last year, you appear to be no longer adopting it! Please ensure that payment of your salary is;
 - a. Covered in the Minutes
 - b. A screen print of the payment instruction (page 4) is initialled by two Council members
 - c. The entries on the bank statements are subsequently initialled by two Council members.

I would also mention that the above method was to be reviewed when the Council had a change of Clerk (see letter dated 29 May 2015 to me)

Yours sincerely


Steve Jones CeCM, Cert BB&C
SLJ Finance