

I have examined the records and administration methods via your Clerk, Alison Utting, including:

- Bank reconciliation between stated balances and actual in bank
- Expenditure approval processes
- Assessment of Risks and agreed Risk Register
- Supporting invoices
- Proper treatment and payment of VAT
- Annual budgetary process
- Precept setting and receipt
- Income received and any required treatment of grants
- Salary and PAYE arrangements for the Clerk
- Appropriate asset register
- General accounting statements, Day Books, explanation of significant variances, annual report for external audit
- Assertion 10 compliance including IT policy, website, data management
- Publication requirements

One item not covered in my audit was Petty Cash (there is none).

We noted that the current CIL money is earmarked for Village gate, plus possible vehicle-activated signs and /or Village Hall improvements

I am satisfied that all the above are in good order and have no observations nor reservations on any detail therein.

I am also content that the Clerk has made the Council aware of the current financial systems and procedures in place and the Council are comfortable with these.

R L GROOME

Internal Auditor