

Burnham Market Parish Council Internal Audit 2019/20

I have carried out an internal audit of the Accounts of the Parish Council in line with the attached schedule, and the requirements of the Audit Commission. I have completed and signed the Annual Return.

The financial records and supporting documents provided show the Parish Council have maintained true and accurate financial records for the year 2019/20.

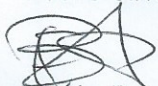
I have also reviewed the Parish Council website and documents available through this resource.

The following matters I would like to draw the Council's attention to:

- It is good practice and a further useful monitoring tool for Councillors who are signing the cheques to initial the cheque stub, as they check the figures correspond with the related invoices. I can see the invoices are initialled regularly, so this is just a further useful cross check.
- There is an expectation that the Council annually reviews documents such as Standing Orders and Financial Regulations. The Parish Council would benefit from including these on an annual review schedule.
- The Council over 2020/21 should look at the introduction of some further internal controls, such as an internal audit plan.
- The Annual Return Box figures are stated correctly and rounded accordingly, however, when you + and - all the other box figures for 31st March you would be out by £1 on the figure in Box 8. It is usual practice to therefore adjust one of the figures up or down by £1 in Box 3 to 6 to then realign the total in Box 8. This is a common adjustment that the external auditors would expect to see and by making them you are then not going to get a point raised on the bank reconciliation being out.

If you have questions on any of the above or require clarification then please do not hesitate to contact me.

Yours sincerely



Lizzie Barnicoat
MAAT, CiLCA