

Town Parish Audit
9 Butlers Wharf
Hebden Bridge
West Yorkshire
HX7 8AF

The Clerk
Naburn Parish Council
clerk@naburnparishcouncil.org.uk
07709 343577

22 June 2023

Dear Suzie

Internal Audit of the Accounts for Financial Year ending 31st March 2023

I am pleased to inform you that the internal audit of **Naburn Parish Council** is complete. There are some issues to report.

The tests and checks as per attached list were carried out.

Cashbook and bank reconciliation

The cashbook and bank reconciliation statement were agreed to the 31st March 2023.

VAT claim

The 2022-23 VAT return will be carried out on completion of the Annual Return.

Minutes

The Council's minutes were reviewed. On the website they were paginated and prepared for signing.

Internal Controls

I confirm that I have carried out appropriate tests and checks on the accounts and internal controls as detailed on the accompanying Independent Internal Audit check list and found them to be satisfactory.

Annual Governance and Accountability Return 2022-2023

I checked the figures in section 2 of the return and found them to be correct and ready for submission.

Box F As there was no evidence of the use of petty cash this has been entered as "not covered".

Box G The Parish Clerk works on a voluntary basis and so this has been entered as "not covered".

Additional Issues raised:

Budget and Precept Demand

The overall budget and precept request figures should be discussed at a full Parish Council meeting and minuted, with a resolution to agree the figures. The figures should be stated in the final minutes.

Asset Control

No evidence was provided regarding asset control, although we understand an asset register was in place last year so presumably this is still being used. Nevertheless I have marked box H as 'No'.

Contract of employment

The clerk should have a contract of employment, even if they are voluntarily employed.

I can confirm that all original and additional information requested was provided in an efficient, detailed and timely manner.

Yours sincerely



Sam Popper Town Parish Auditor



Town Parish Audit

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