

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

The Clerk
Stocksbridge Town Council
admin@stocksbridge-council.co.uk

14 June 2021

Dear Teresa Bisatt

Internal Audit of the Accounts for Financial Year ending 31st March 2021

I am pleased to inform you that the internal audit of **Stocksbridge Town Council** is complete. There are no significant 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 of March 2021.

VAT claim

The VAT claims for the year had been carried out in an appropriate manner.

Budget

The compilation of the Council's budget for the year was reviewed and I can confirm that it has been properly compiled and effectively underpins the precept demand. I can also confirm that progress against the budget was monitored on a regular basis.

Minutes

The Council's minutes were reviewed. Samples provided were signed and paginated.

Insurance

Insurance cover is in place and is adequate for the major liabilities faced by the council.

Annual Governance and Accountability Return 2020/2021

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

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

Box K As the authority had a limited assurance review of its 2019/20 AGAR this has been entered as "not covered"

Box L As the authority had an annual turnover exceeding £25,000 this has been entered as "not covered"

Explanations for the 2019-20 to 2020-21 variances in the annual return were provided via the AGAR variance completed form.

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.

Issues to note:**Cashbook**

It was noted that names of employees were included in the cashbook, particularly in relation to salaries. This information should remain anonymous, in-line with GDPR and therefore the staff member's name should be replaced by their job title ie Parish Clerk or employee 1, employee 2 etc.

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

Yours sincerely



Naomi Goddard

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