



JPC Accounting Ltd
For all your financial needs

Private and confidential
Shardlow & Great Wilne Parish Council

Internal Auditor Report – Year ended 31 March 2022

Dear Fiona Keppel-Spoor,

All information provided as follows:

1. Shardlow & Great Wilne Allotments
 - i) Long Row Allotments
 - ii) Wilne Lane Allotments
2. Precept request, insurance, risk register and assessments, standing orders, financial regulations, policies and procedures, agendas, minutes and documentation associated with each meeting.
3. Financial information – invoices, bank statements, cheque book stubs, paying in receipts, wages and salaries information, bank reconciliation statements, budget performance schedules, VAT claims, asset register, table of receipts and payments for the period.



JPC Accounting Ltd

For all your financial needs

Findings:

I find the accounting systems in place to be of a high standard and fit for purpose. Each entry is logged as an invoice/payment request is received, and payments into the account are supported by an auditable trail or invoice for payment.

A monthly report is presented at each full council meeting and all payments and receipts are reconciled as per the finance schedule.

Recommendations from the audit last year have been implemented and all records are now electronic.

Salaries and HMRC payments are scheduled according to an external payroll administrator and as such are marked as exempt from this audit in line with Financial Regulations.

There are no anomalies to rectify and all payments and receipts are as expected in line with budget forecasts.

Invoices have been prepared for allotments and a clear register of payments has been updated according to payments received.

This audit was carried out on 11th April 2022 via online systems and document request from the Clerk, along with a visit to the Clerk's office to view documents not publicly available.

Kind regards

Jonathan Cox

Jonathan Cox

Director JPC Accounting Ltd