

INTERNAL AUDITOR REPORT

DONINGTON PARISH COUNCIL

14th MAY 2020

I have examined the records, financial and administrative, of Donington on Bain Parish Council for the purpose of end of year 2019/20 audit and report as follows:

Accounting records

Accounting records were properly and accurately kept throughout the year.

Financial Regulations/Standing Orders

Policies are due for review in May 2020, however due to the Coronavirus it is understandable if these are not reviewed until such time as the Council can commence meetings.

Risks

All payments are supported by invoices and approved in the minutes, regular reports and updates on financial matters are noted.

Precept

The process for setting the precept has been adequately undertaken

Income

Income has been properly received and recorded.

Petty Cash

There is no petty cash, expenses incurred by the Clerk are reclaimed on receipts.

Salaries

The Clerk has set up a PAYE system using the HMRC RTI system which is administered and working well.

Assets

An up to date Asset Register is provided

Reconciliations

Regular reports are submitted to Council and regular bank reconciliations undertaken at year end.

Accounting Statements

These are carried out properly as receipts and payments system.

J. Cooper BSc