

INTERNAL AUDITOR REPORT

DONINGTON PARISH COUNCIL

24th May 2021

I have examined the records, financial and administrative, of Donington on Bain Parish Council for the purpose of end of year 2020/2021 audit and report as follows:

Accounting records

Accounting records were properly and accurately kept throughout the year.

Financial Regulations/Standing Orders

Standing Orders and Regulations were approved throughout the year, 25th May 2020 and 28 September 2020

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 confirmed in 2020 that a PAYE system was in operation, but there are no payments shown to HMRC.

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.

NOTES

I would ask that when cheques are signed, the signatories also initial the cheque book stubs.

The Clerk and Councillors should be congratulated on progressing the Council business throughout this difficult year.

J. Cooper BSc