

Fincham Parish Council

Internal Audit Report 2023/2024

I have examined Invoices, Receipts, Bank Account Statements and other accounting records for Fincham Parish Council for the Financial Year 2023/2024

The Parish Council does not keep Petty Cash, any such expenditure is made by the Clerk and reclaimed on her expenses which are subject to the same level of scrutiny as other purchases made by the Parish Council.

I can confirm that the receipts and payments are appropriate, properly authorised, approved, fully reported in the Parish Council's minutes, and carried out according to Financial Regulations. The accounting records are very well kept, clearly set out and presented with a clear audit trail from underlying financial records to the final accounts.

All payments in the 2023/2024 Financial Year have been made by Standing Order, Direct Debit or Bank Transfer. Such payments lack the extra level of scrutiny provided by Cheque signing and Cheque Stub initialling. Members who are designated signatories are reminded of the importance of initialling all Invoices for payment by whatever method (if necessary retrospectively), to indicate approval of payments made and strengthen Internal Control.

I can confirm that the year-end accounts agree to the receipts and payments recorded in the cash book.

The Parish Council's Documents including Standing Orders, Financial Regulations, Risk Assessments and other policies were reviewed and adopted by the Parish Council at their meeting held on 22nd November 2023.

It is my opinion that the Standing Orders, Financial Regulations, Financial Risk Assessment together with additional policies are effective in providing a robust Internal Control mechanism. The Parish Council's continued adherence to these regulations should significantly minimise its business risks.



Christine Hurley

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Internal Auditor

May 3rd 2024