

Saxilby with Ingleby Parish Council

Internal Auditor's Report

I confirm that I have carried out the following tasks:

- The inspection of invoices, computer records, bank statements, minutes, and other items such as insurance documents, quotes for work etc
- Reviewed the accounting and internal control systems.
- I will report to Saxilby with Ingleby Parish Council when required and at least annually on the results of such tests of the system that I have carried out throughout the year in the format required in the statutory Annual Governance and Accountability Return (AGAR).

I understand that I will have direct access to a meeting of the Full Council after appropriate notice (except in an emergency) to deliver any report in person should it be considered necessary.

I confirm that I have found all working practices to be correct and satisfactory and have nothing to report on this occasion.

Thursday 15 February 2024

- Internal audit of January accounts completed.
 - a. LCS IT solutions invoiced dated 05/12/23 £78 needs a second signature.
 - b. Nest invoice dated 12/01/24 for £700.66 needs two signatures.
 - c. HMRC dated 16/01/24 £2367.84 needs two signatures.
 - d. Obram dated 13/07/23 £376.80 needs two signatures.

Signed:  Date: 15 February 2024

Sandra Waller

Hours worked: 2 Hours (1pm to 3pm)

Monday 29 January 2024 3 Hours (1pm to 4pm) Typing up annual internal audit checklist