

## 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, and bank statements
- 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.

#### Tuesday 08 October 2024

- Internal audit of September accounts completed, there has been an anomaly in the Xero accounting system which is being investigated.
- A meeting has been set up so that the admin assistant is trained up to input and code invoices so in the absence of the RFO the assistant Clerk can take on the role of authorising the invoices
- Going forward the auditor and the assistant clerk will commence the annual audit schedule, completing a section of the audit each month.
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Signed:  .....

Date: 08 October 2024

Sandra Waller

Hours worked: 3.5 (10:00 to 13:30pm)