

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.

Signed: 

Date: 19 August 2022

Sandra Waller

Hours worked 2.5 hours

Findings for June 2022.

- 1. Staff wages sheet to be authorised**
- 2. Coop end of month bank statement slight discrepancy due to official statement no being received from the Coop, so one additional transaction to go on of £57.47 Anglian Water – which will show on the July close down**
- 3. Bank mandates – Council have approved to add the new Assistant Clerk and this is progress. The former clerk has been removed from bank mandates. Clerks surname is in the process of being updated with banks**
- 4. Tree mapping project has started to GIS map trees followed by an annual inspection to be carried out. A dangerous tree in the recreation ground is being surveyed and is scheduled for removal**
- 5. Monthly closedown of accounts – process is improving with new admin staff on board, with monthly close down being prepared for the following months finance committee going forwards**
- 6. Clerk to check on general reserves position going forwards and will update auditor at next meeting**