

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: 25 October 2022

Sandra Waller

Hours worked 3 hours

Findings September 2022

1. Anglian Water bill for 15/09/22 for £55.94 needs second authorisation
2. September wages sheet needs authorising
3. PAYE £1870.05 September needs authorising
4. Minutes for September Full Council meeting noted
5. Recreation ground project action plan and V1 apportioning model for 2021/22 accounts to has been reviewed and will be monitored on a monthly basis by internal auditor
6. Payroll and pensions sheets beyond two months old to be filed (GDPR)