

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.

Friday 27 October 2023

- Internal audit of September accounts completed.
- Tesco mobile £15.99 (23/08/23) needs second authorisation signature
- TCV £420 invoice needs authorisation signatures
- Nest £501.95 needs authorisation signatures
- Play area RFF audit (carried out Friday 20 October – 2 hours)

Signed: 

Date: 27 October 2023

Sandra Waller

Hours worked 2.5 hours + 2 hours = **4.5 hours**