

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 11 January 2024

- Internal audit of December accounts completed.
 - a) Invoices need authorising, there have been delays due to Christmas and New Year period

Signed: 

Date: 11 January 2024

Sandra Waller

Hours worked: 2.5hours (1pm to 3.30pm)