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Our Ref: C197 JK/ SMS

Your Ref:

23rd May 2017

Clay Cross Parish Council,
Council Office,
Social Centre,
Market Street,
Clay Cross,
Chesterfield,
S45 9JE.

Dear Councillors

As part of my duty as internal auditor to the Parish Council I set out below my findings as a result of my work on the accounting records and system of internal control for the year ended 31st March 2017.

The Council continues to manage its financial affairs in a fit and proper manner. The books and records are maintained to a high standard. There is also competent retention and filing of source documents to enable a complete audit trail.

The organisational structure and routine procedures are of a high standard. The regular Finance Sub-Committee meetings adhere to the prescribed format and report directly to and make recommendations to the full Council meetings. I have attended three of the Finance Sub-Committee meetings during the year and can confirm that they have been well attended and that the required business has been transacted in a proper manner.

Expenditure and income have been monitored and compared with the budgets. The position on statutory returns for VAT and PAYE is always reported on and a random sample of payments is checked to the underlying records for each month.

I have attended the meeting at which the precept has been calculated and can confirm that this is the result of a properly constructed budget giving consideration to reserves.

The Council must continue to be vigilant as personnel and requirements change. In particular it is noted that there is to be a change of banking providers and care should be taken to ensure that there is the same control exercised over the making and authorising of payments as before and that income continues to be banked in a timely manner.

Yours faithfully

