



CLA Accounting Solutions

The Granary Droitwich Road, Bradley Green, Redditch, B96 6QU

Upton Snodsbury Parish Council
Little Manor
Main Street
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WR10 2ES

1st May 2022

Internal Audit Report 2021/2022

Introduction

You have appointed me as independent Internal Auditor for Upton Snodsbury Parish Council, in order to review whether the systems of financial and other internal controls over your activities and operating procedures are effective ('Governance and Accountability for Smaller Authorities in England – Practitioners guide').

I have examined these in my audit in April 2022.

Scope of Audit

I have looked at the key systems and processes as outlined in the above Practitioners Guide.

1. Proper bookkeeping including the cash book
2. Standing orders and Financial Regulations
3. Payment controls
4. Income controls
5. Budgetary controls
6. Payroll controls
7. Assets control
8. Periodic Bank reconciliations
9. Year-end procedures
10. Risk management arrangements

Findings

I examined the records held and am pleased to report that no significant areas for improvement or weaknesses were identified, and I therefore completed the Annual Internal Audit Report.

I wish to take this opportunity to thank Mrs Harding for her cooperation and assistance in enabling me to complete this audit.

Please do not hesitate to contact me should you require any further information regarding the audit carried out.

Miss C.L Albutt

To: Chairman of Upton Snodsbury Parish Council
Copy: Clerk of Upton Snodsbury Parish Council