

Fincham Parish Council

Internal Audit Report 2019/2020

I have examined Invoices, Receipts, Bank Account Statements and other accounting records for Fincham Parish Council for the Financial Year 2019/2020.

It is noted that the Parish Council does not keep Petty Cash, any such expenditure is made by the Clerk and reclaimed on her expenses which are subject to the same level of scrutiny as other purchases made by the Parish Council .

I can confirm that the receipts and payments are appropriate, properly authorised and minuted, and carried out in accordance with the council's Financial Regulations. It is noted that an Accounts software package has been used for compiling the accounts for 2019/2020 as authorised by the Parish Council. I can assure members that the accounting records are very well kept and clearly set out, with a clear audit trail from underlying financial records to the final accounts.

I can also confirm that the year-end accounts agree to the receipts and payments recorded in the Cash Book.

The Members' Handbook which includes the Parish Council's Standing Orders, Financial Regulations, Risk Assessment, and other policies compiled by the Clerk was reviewed in September 2019, amendments to the Financial Regulations having been made to bring them up to date in line with new model Regulations from the National Association of Local Councils.

The revised Members' Handbook was formally approved at the meeting of the Parish Council on 25th September 2019.

It is my opinion that the regulations contained in the Members' Handbook are effective in providing the basis of a robust Internal Control mechanism. The council's continued adherence to these regulations should significantly minimise its business risk.

COVID-19.

It is apparent that council business in March 2020 was affected by the Coronavirus Lock-down Regulations. Payments were made by BACS and approval of these payments was sought by e-mail communication. The Financial Regulations allow for this process. However it is recommended that when normal Parish Council meetings resume a list of the March 2020 BACS payments should be formally signed by the appropriate cheque signatories to complete the financial records for the year.



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