

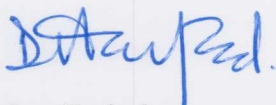
Dave Harford  
Benedict Cottage  
Canal Lane, West Stockwith  
Nottinghamshire, DN10 4ET  
Email: [dave.harford@outlook.com](mailto:dave.harford@outlook.com)  
Tel: 01427 892032

**INTERNAL AUDIT FOR LEA PARISH COUNCIL  
YEAR ENDING 31<sup>st</sup> March 2024**

The internal audit was carried out on Thursday 9<sup>th</sup> May 2024 and Tuesday 14<sup>th</sup> May 2024 which included all the appropriate paperwork as detailed below.

1. Payments made were supported by -
  - a) bank statements, receipts and invoices, including any VAT payments,
  - b) Accounts summary sheet,
  - c) Minutes of Parish Council demonstrated approval of all payments during the financial year.
2. Expenditure was supported by estimates, which were approved by the Parish Council and duly minuted.
3. The Annual Precept requirements were based on budgetary control and were duly monitored.
4. All incomes were properly recorded and banked, approved by the Parish Council, and duly reported to the council.
5. There were no Petty cash payments made during the year.
6. Salaries or allowances were properly approved by the Council and minuted.
7. The Asset Register had been kept up to date.
8. All the accounts were checked and fully reconciled. These were all found to be correct. The Council's bank accounts were fully documented and reconciled at the year ending 31<sup>st</sup> March 2024.
9. Regular reconciliation sheets had been provided to Council members for their approval and minuted in all cases.
10. All areas of financial risk, together with organisational matters, contracts, and personnel (including Health and Safety). These had been reviewed during the year by Council members.
11. Debtors and creditors were recorded in the accounts' records.

I was fully satisfied with my audit and would like to thank Barry for the provision of all the documentation to allow the audit to take place.



**Dave Harford**  
Clerk, West Stockwith Parish Council  
C.Eng B Sc.