



LJC Bookkeeping Services

The Firs
Lower Metherell, Callington
Cornwall PL17 8BJ
Tel no: 01579 350962

10th May 2020

INTERNAL AUDIT REPORT 2019/2020 – MENHENIOT PARISH COUNCIL

I have completed the internal audit for March 2020 and signed the Annual Report in accordance with my findings. Testing was carried out as appropriate in line with the Financial Risk Assessment and is reported below:

- **Precept, Budgets and Reserves**
The precept was set at £20,000 after consideration of a budget and the level of free reserves. The receipt of precept is recorded in the ledger and on the bank statements. **No issues**
- **Other Income**
Other income was tested against supporting documentation and traced to bank and ledger. **No issues**
- **Staff Costs**
The Clerk's salary was tested to agree with the minutes approving the Clerk's pay scale. PAYE was made correctly. **No issues**
- **Payments**
Payments were supported by invoice and receipts and VAT has been properly recorded and reclaimed appropriately. All payments are correctly minuted. **No issues**
- **Bank Reconciliations**
The bank reconciliation was re-performed and was found to be correct. Regular reconciliations are carried out. **No issues**
- **Insurances**
The insurance cover in place was reviewed and appeared adequate. Fidelity guarantee cover is adequate based on Audit Commission guidance. **No issues**

Linda Coles
Internal Auditor