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The Chairman
Standon Parish Council
C/o Mr D. Wright
The Garth
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Milford
Stafford
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ST21 6DS

April 29th, 2020

Dear Councillor,

Conclusion of Internal Audit for Standon Parish Council - Year ended March 31st, 2020

I am writing to confirm that I have carried out the year-end review for Standon Parish Council and have completed and signed the appropriate page of the Annual Governance and Accountability Return, Part 2.

The independent internal examination of the Councils governance, financial affairs and certification of the 2019-20 Annual Return to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 (as amended) and embodied in the Governance and Accountability Practitioners Guide 2019.

In summary the following areas were covered during the course of the examination:-

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Control
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures

In addition, a review of the Councils website was also undertaken to evaluate conformance to the Local Government Transparency Code 2015, which is to be viewed as the minimum standard.

Please note the following:-

- I appreciate that with 'Lockdown' things are more problematic than usual and paying for invoices by cheque is not acceptable in many cases. In order to continue with BACS payments, the Council should agree amended 'Financial Regulations' as soon as is practicable. With two signatories signing the Financial Report each month.
- The Council must declare itself exempt from the requirement for a limited assurance review at the next meeting and the Certificate of Exemption should be published on the Parish Councils' website, together with explanations of significant variances and publication of the period provided for the exercise of public rights.
- It is noted that the reserves have been reduced in the last two years from £10,049 to £6085. With total payments of approximately £12,000 in both 2018/19 and 2019/20 and a deficit in both years' accounts, I suggest that the Council should consider increasing the precept levied for 2021/22.

PLEASE NOTE that following completion of the 2019/20 Audits I will be stepping down from my role as Independent Internal Auditor.

Yours sincerely,

C. Heelis

Christine Heelis
Independent Internal Auditor