



DM PAYROLL SERVICES LTD

7 New Road
Far Forest
Kidderminster
Worcestershire
DY14 9TQ

Tel: 01299 269188
Mobile: 07967 857397
Email: diane@dmpayrollservices.co.uk
www.dmpayrollservices.co.uk

29th June 2020

Great Witley & Hillhampton Parish Council
Rochford Court
Rochford
Tenbury Wells
Worcestershire
WR15 8SL

Dear Chairman

Internal Audit for Great Witley & Hillhampton Parish Council

I have now completed the internal audit for Great Witley & Hillhampton Parish Council. I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls.

A. Appropriate books of account

Appropriate books of account have been kept during the year. The council has used a spreadsheet to record the books of account, the books are kept up to date and there is evidence they are balanced regularly.

B. Financial Regulations

There is an audit trail of payment samples picked. Financial Regulations were met, payments were supported by receipts or invoices and payment schedules were reported to meetings.

VAT was appropriately accounted for and a VAT reclaim was made.

C. Risk Assessments

A risk assessment was carried out during the year. The computer data is backed up to the cloud which should protect the council's data should the computer fail.

The council's insurance cover includes public liability, employer's liability and fidelity guarantee at a level appropriate for the council's needs.

The last page of minutes are signed, it would strengthen the internal controls if all pages were signed or initialled as it would make it more difficult to insert an alternative minute at a later date.