

Penelope Clapham
Penton Chapel
Christow
EX6 7NP

15th May 2018

Dunchideock Parish Council Internal Audit Report 2017/18

The following items were tested and found satisfactory.

Precept setting
Fixed asset register
Payroll
VAT claim submission
Year end bank reconciliation
Payments checked against cheque book
Invoices checked against cash book
External audit figures accurate and balanced
Risk assessment and Internal Control Policy in place.
Standing Orders & Financial Regulations revised during the year.

All financial procedures working as expected.

Compliance with Smaller Authorities Regulations in place and on a free to use website.

Penny Clapham

Penny Clapham FSLCC
Clerk/RFO Kenn Parish Council