

Penelope Clapham
Penton Chapel
Christow
EX6 7NP

29th April 2019

Dunchideock Parish Council Internal Audit Report 2018/19

The following items were tested and found satisfactory.

Precept setting
Fixed asset register
Payroll – though no P60 available at time of audit.
VAT claim submission
Year end bank reconciliation
Payments checked against cheque book
Invoices checked against cash book
Annual accounting statement figures accurate and balanced to the bank reconciliation
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 PSLCC
Clerk/RFO Kenn Parish Council