Town Parish Audit
9 Butlers Wharf
Hebden Bridge
West Yorkshire
HX7 8AF

The Clerk
Emma Curtis
Henstridge Parish Council
clerk@henstridgeparishcouncil.org.uk
01963 250015

16 May 2022

Dear Emma Curtis

Internal Audit of the Accounts for Financial Year ending 31st March 2022

I am pleased to inform you that the internal audit of **Henstridge Parish Council** is complete. There are no significant issues to report.

The tests and checks as per attached list were carried out.

Cashbook and bank reconciliation
The cashbook and bank reconciliation statement were agreed to the 31st of March 2022.

VAT claim
The VAT claims for the year had been carried out in an appropriate manner.

Budget
The compilation of the Councils budget for the year was reviewed and I can confirm that it had been properly compiled and effectively underpinned the precept demand. I can also confirm that progress against the budget was monitored on a regular basis.

Minutes
The Council's minutes were reviewed and were signed and paginated.

Insurance
Insurance cover is in place and is adequate for the major liabilities faced by the council.

Annual Governance and Accountability Return 2021-2022
I checked the figures in section 2 of the return and found them to be correct and ready for submission to the external auditor.

Box F As there was no evidence of the use of petty cash this has been entered as “not covered”

Box K As the authority had a limited assurance review of its 2020-21 AGAR this has been entered as “not covered”

Box L As the authority had an annual turnover exceeding £25,000 this has been entered as “not covered”

Explanation of Variances
Appropriate explanations for the 2020-21 to 2021-22 variances were provided via the explanation of variances form and the additional information sheet.

Internal Controls
I confirm that I have carried out appropriate tests and checks on the accounts and internal controls as detailed on the accompanying Independent Internal Audit check list and found them to be satisfactory.

I can confirm that all original and additional information requested was provided in an efficient, detailed and timely manner.

Yours sincerely

Naomi Goddard

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