

YORKSHIRE INTERNAL AUDIT SERVICES
26 STOCKWELL ROAD
KNARESBOROUGH NORTH YORKSHIRE
TEL. 01423 797817

Mr P Leng,
Clerk to Stainforth Parish Council,
The Barn,
Gildersleets,
Giggleswick,
Settle.
BD24 OAH

7th May 2019

Dear Mr Leng,

To the Chairman and Members of Stainforth Parish Council
Internal Audit of Accounts for the Financial Year ending
31st March 2019.

I am pleased to inform you the internal audit is complete and no matters came to my attention giving cause for concern.

Cash Book / Bank Accounts Reconciliation Statement

I checked the statement for the 31st March 2019 found it to be correct and can confirm the Parish Councils' cash balance at that date was £8,966.

Annual Governance and Accountability Return 2018/2019

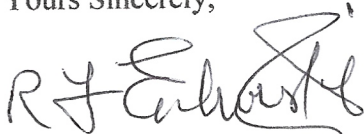
I checked Section 2; the Accounting Statement of the return and found it to be in order and ready for submission to the External Auditor.

Tests and checks carried

- 1] The bank statements and associated Paying in Books were checked into the cash book to ensure transactions were being processed correctly. They were found to be in order.
- 2] Invoices were checked and agreed.
- 3] Minutes. The Councils' minutes were reviewed and schedules of payments agreed to payments made.
- 4] Cheque payments; cheque stubs were examined for the authorising initials of cheque signatories and found to be in order.
- 5] VAT returns were checked and agreed.
- 6] Payments. I sample tested payments made and satisfied myself that there is an adequate audit trail from the accounts to invoices to bank statements.
- 7] Risk Management. The Councils' Financial Plan is in place and current. A review and adoption of the plan having taken place on the 14th August 2018.
- 8] Variances of receipts and payments between 2017/18 and 2018/2019 were reviewed and found to be in order.
- 9] Insurance. The Council are insured with Ecclesiastical Insurance and the levels of cover are considered to be adequate for the Councils' purposes.

Internal Controls – I confirm I have carried out appropriate tests and checks on the accounts selected from our YIAS Internal Audit Plan and found them to be satisfactory.

Yours Sincerely,



R F Entwistle.