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The Chairman Parish Council
Ingestre with Tixall Parish Council
C/o Mrs J. Davies – Clerk
29, The Crescent
Doxey
Stafford

April 22nd, 2021

Dear Councillor,

Conclusion of Internal Audit for Ingestre with Tixall Parish Council - Year ended March 31st, 2021

I am writing to confirm that I have carried out the year-end review for Ingestre with Tixall Parish Council and have completed and signed the appropriate page of the Annual Governance and Accountability Return, Part 2. Following a detailed examination of the accounts for 2020/21 it is noted that matters raised in August 2020 concerning reviews, amendments and updates of procedural documentation have now been adequately addressed. However, please note the comments below:-

- Difficulties encountered with the creation of the council's new website, resulted in non-compliance with publication requirements and the Transparency Code for Smaller Authorities. It is understood that the new website went 'live' on April 20th, 2021 and will be now continue to be updated as necessary.
- According to the Council's Financial Regulations adopted on March 10th, 2021 the two signatories of each cheque issued shall each also initial the cheque counterfoil.

The independent internal examination of the Councils governance, financial affairs and certification of the 2020 – 21 Annual Return to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 (as amended) and embodied in the Governance and Accountability Practitioners Guide 2021.

In summary the following areas were covered during the course of the examination:-

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Payroll Controls
- Risk Management and Insurance arrangements
- Budgetary Control
- Income Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures

Yours sincerely,

C. Heelis

Christine Heelis
Independent Internal Auditor