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

August 17th, 2020

Dear Councillor,

**Conclusion of Internal Audit for Ingestre with Tixall Parish Council - Year ended March 31<sup>st</sup>, 2020**

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, without any qualification.

Following a detailed examination of the accounts for 2019/20 I conclude that all the Internal Control Objectives were achieved throughout the financial year. Sadly, the Clerk Dr Andrews, passed away before the end of the financial year and during the last few months she was understandably unable to be as thorough and meticulous as was customary. This resulted in some confusion with a few transactions at year end. After some investigation, the new Clerk has successfully reconciled and balanced the accounts, problems gaining access to the Council's bank statements exacerbated the situation.

It is my understanding that the Council has now been registered as an employer with HMRC and is aware that reviews, amendments and updates of procedural documentation and the council's website, are required.

The independent internal examination of the Councils governance, financial affairs and certification of the 2019 – 20 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 2020.

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

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

Please note that a copy of this report should be forwarded to the External Auditor together with the Annual Return.

Yours sincerely,

*C. Heelis*

Christine Heelis  
Independent Internal Auditor