

Mrs A McDonald, Clerk to Digby Parish Council

4th December 2019

INTERNAL AUDIT REPORT

I have conducted an internal audit of the parish accounts for the current financial year to November 2019.

- I have checked that invoices, receipts and payments are accurate with bank statements and that they have been reconciled.
- I have looked at Parish Council minutes to ensure that the monthly recording of income and expenses have been approved and that payments have been made in a timely manner.

I am satisfied with the accuracy of the account transactions and the minutes relating to these and would like to commend the clerk on the thoroughness and completeness of the records.

Should the Parish Council have any particular issues they would like me to review in a future audit, please let me know.

Yours sincerely



Suzanne Weaver