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Independent Internal Audit Service for Parish and Town Councils

24th April 2019

The Chairman

Caxton Parish Council
C/o 30 West Drive
Highfields Caldecote
Cambridge CB23 7NY

Dear Sirs

I have completed an Independent Internal Audit check for the financial year end March 2019. In the time contracted to me, it is not possible to check every document and so any examples given below are not a comprehensive list. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts. Please note that I have undertaken this internal audit and signed Section 4 of the Annual Return Form before the Council has met to approve and adopt the year end accounts and sign their sections of the Annual Return Form.

Observations and Recommendations:

CHEQUE STUBS

All cheque stubs must have the initials of both signees by mandatory law. From May 2018 there has only been one.

EMPLOYMENT

Need to review staff contracts, job description and staff appraisal.

LOG SHEETS FOR PLAYGROUND INSPECTIONS

Clerk to ensure that these are being completed satisfactorily in line with insurance requirements

I trust that the Parish Council have been satisfied with the level of service we have provided and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year.

Please note that our charges will remain the same for the next financial year at £42.50 per hour, and, in line with Inland Revenue our mileage rate will remain at 45p per mile.

Yours faithfully

Jacquie Wilson (Mrs)
Director