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SOUTH CREAKE PARISH COUNCIL

Internal Auditor's Report for Year ended 31st March 2021

On Thursday 27th May 2021 I visited the Council Clerk's home to collect the Council's books and records for the year ended 31 March 2021 to enable me to carry out my audit at my home office. As in previous years I selected a number of transactions at random from the Council's records and found that all were correctly authorised, analysed and reported to the Council. The Council's bank statements were correctly reconciled to the Council's financial records at 31st March 2021. VAT was correctly identified on supplier invoices and claims for refund submitted in a timely manner.

Payroll

The Council has one employee- the Parish Clerk, and her payments were made in accordance with her contract. Tax and National Insurance payments to HMRC were made in a correct and timely manner.

Fixed Assets

A register of assets owned by the Council was maintained in line with established practice.

Council Minutes

I reviewed the minutes of all Council meetings held during the year and found nothing of a financial nature that was not recorded in the accounts.

Annual Accounts

The year end Receipts and Payments Account and Balances were prepared in line with accepted accounting procedures for presentation to the Council.

Overall, I found that the accounts continue to be prepared in a neat and accurate manner and I have no matters of concern that I wish to bring to the Council's attention. I was able therefore to sign the Annual Audit Commission return without reservation.



Roger Canwell
Accountant and Independent Examiner 28th May 2021