

ANSTEY PARISH COUNCIL INTERNAL AUDIT

**Audit findings Internal control**

**Reported findings**

*Proper Bookkeeping*

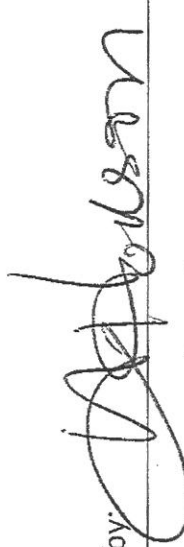
The accounts book is well maintained and up to date.  
Documents were arithmetically correct.  
An error was corrected on a salary payment and £1.40 reimbursed to the Clerk on 31.05.23.

**Recommendations: Nil**

*Standing orders adopted & applied;  
and Payment controls*

The Council has formally adopted Standing Orders and these are available to the public.  
The Council has appointed the Parish Clerk as Responsible Financial Officer (RFO).  
During the year there were purchases of a size that required competitive tendering, three quotations were submitted where possible.  
Payments are supported by invoices.  
VAT on payments has been identified, recorded and a reclaim prepared for next year's accounting period.

Completed by:

 Date: 18/07/2023

ANDREW HODSON