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Brocton Parish Council
C/o Mrs J. Davies – Clerk
29, The Crescent
Doxey
Stafford

May 14th, 2020

Dear Councillors

Conclusion of Internal Audit for Brocton Parish Council – Year ended March 31st, 2020

I am writing to confirm that I have carried out the year-end review of the accounts for Brocton Parish Council and have completed and signed the appropriate page of the Annual Governance and Accountability Return, Part 2, without any qualification.

I am satisfied that matters raised by the previous auditor, John Blount, have been addressed satisfactorily.

Matters raised previously with regard to the 2018/19 accounts:-

The adoption of a comprehensive Action Plan to address issues raised previously, is welcomed and it is noted that the following matters have been addressed:-

- An updated version of the Financial Regulations has been adopted and a further revised version is awaiting adoption by the Council. An item for the Review of Standing Orders has been included on the agenda for the next meeting.
- An Any Other Business item has been removed from the Agenda and Minutes.
- Standing Order 19 – The Clerk has participated in a performance review.
- Financial Risk Assessment – this has been reviewed and a copy is ready for adoption at the next Council meeting.
- Asset Register – There is an appropriate Asset Register
- A six-monthly review of the accounts was recommended by the previous auditor and I can confirm that I assessed progress with the implementation of recommendations made, in November 2019.

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
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures

In addition, a review of the Councils website was also undertaken to evaluate conformance to the Local Government Transparency Code 2015, which is to be viewed as the minimum standard.

PLEASE NOTE that following completion of the 2019/20 Audits I will be stepping down from my role as Independent Internal Auditor

Yours sincerely,

C. Heelis

Christine Heelis
Independent Internal Auditor