

YORKSHIRE INTERNAL AUDIT SERVICES
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The Chairman,
Clapham Cum Newby Parish Council,
3, The Beeches,,
Clapham,
Lancaster,
LA2 8DT.

14th April 2018

Dear Sir,

To the Chairman and Members of Clapham Cum Newby Parish Council
Audit of Accounts for the Financial Year 2017/18

Annual Return

The internal audit of the Council for 2017/18 has now been completed, and I am pleased to inform you that section 4 of the audit commission return has been signed as required.

Bank Accounts.

Transactions on the Council bank accounts were checked to the statements provided, and the reconciliation of the current account balance at 31st March 2018. The total of the cleared balance on all accounts at the financial year-end was £20981.48.

Vouching

Expense invoices for March 2018, together with the receipts for the same period were checked to the Council records and found to be entered correctly. Checks were also made to ensure that VAT elements had been entered correctly.

Salaries.

The salary records were reviewed. The calculations were found to be accurate and in line with PAYE regulations. Salary payments made from the bank were found to be in accordance with the records examined.

Insurance.

The insurance documents were examined, and were found to cover all aspects of the Council undertakings adequately.

General

All other records supplied, including the asset register, were reviewed and were found to be well maintained and accurate. It was noted that that the risk assessment record has been reviewed and marked as minuted.

I should like to thank you for your particular assistance this year. I hope to be able to visit in person for the next audit.

Yours sincerely,

Terry Flatters

Terry Flatters.