

92 Well Lane  
Curbridge  
Witney  
OX29 7PA  
31<sup>st</sup> May 2020

Mr H Higgins  
Clerk to Curbridge and Lew Parish Council  
88 Well Lane  
Curbridge  
Witney  
OX29 7PA

Dear Mr Higgins

### **Curbridge and Lew Parish Council – Internal Audit Report for 2019/20**

I have now carried out the internal audit of Curbridge and Lew Parish Council for the year ended 31<sup>st</sup> March 2020, as requested by you and as required by the Accounting and Audit Regulations 2015.

My conclusions are that the records are well kept, up to date, agree with underlying records and the Council meets the objectives of internal control addressed in the Annual Internal Audit Report in the Annual Governance and Accountability Return Part 3.

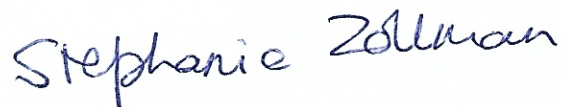
The following is a list of my findings relating to the objectives therein.

- A. Accounting records kept properly** The spreadsheet is kept up to date, is accurate and matches bank statements.
- B. Financial regulations met, payments supported by invoices, expenditure approved and Vat accounted for** All invoices reviewed were satisfactory.
- C. Risk assessment arrangements** These were to be updated, along with other documentation and website requirements in March 2020.
- D. Precept, adequate budgetary process and reserves** The precept requirement is appropriate. The level of reserves at year end is much higher than forecast but this is earmarked specifically to be spent on speed signs, for which work had started before year end and for which grant income is earmarked.
- E. Income** Parish hall lettings were better than expected and income was boosted by \$106 monies and a grant for the speed signs
- F. Petty cash** Any expenditure covered by expenses has receipts and is approved for payment, VAT being accounted for.
- G. Payroll** The clerk and parish hall cleaner are paid in accordance with Council approvals, and tax is being paid at the basic rate to HMRC
- H. Asset register** The Council's principal asset is the parish hall, which is insured for £433,324. The asset register is complete, although it is understood that the defibrillator at the Lord Kitchener is to pass into the parish council's hands at some point.
- I. Bank reconciliations** Bank statements are monitored monthly and balance reported at parish council meetings. Year end reconciliation carried out.
- J. Accounting statements** These have been correctly prepared on a receipts and payments basis and there is an adequate audit trail from underlying records.

- K. Exemption criteria** The parish council met the exemption criteria and correctly declared itself exempt.
- L. Exercise of public rights** This was carried out as required by the Regulations.
- M. Charitable trust funds** The Council, as a corporate body, is the sole trustee for the Curbridge Recreation Ground Charity, which comprises the Lord Kitchener's field. The Council met its responsibilities.

This report and the incidence of an internal audit should be drawn to the attention of the full Council for any discussion necessary and this should be fully minuted to comply with the Regulations.

Yours sincerely

A handwritten signature in black ink that reads "Stephanie Zollman". The signature is written in a cursive, slightly slanted style.

Stephanie Zollman