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Mrs K Gilbert
Bickington Parish Council
Bickington
Devon

30th April 2024

Dear Karen

As requested, I have completed an Internal Audit on the books, records and controls of Bickington Parish Council.

I carried out the Internal Audit in accordance with the guidelines detailed in the 'Annual Return'. I noted the following :-

1. Proper books of account have been kept throughout the year.
2. Bank reconciliations are carried out periodically with no unexplained balances.
3. All expenditure has been authorised by two Council members. Where necessary VAT has been accounted for.
4. Insurances exist for Public Liability, Employers Liability, Money and Fidelity Guarantee, covering the major risks that the Council might encounter.
5. There is no petty cash system in place.
6. Proper budgetary controls are in place with respect to the annual precept.
7. Income has been receipted and banked in a timely manner and VAT has been accounted for where necessary.
8. The year-end financial statements have been based on the books and records of the Council and I believe them to be accurate and complete.
9. An asset register of all material assets is kept up to date.
10. In accordance with the Transparency Code, the council has been publishing information on its website.

I have signed and dated the Annual Internal Audit Report and noted that there is no petty cash system in place. For Internal Control Objective F, I have entered 'Not Covered' as instructed. I trust this is sufficient for you but if you need any further information please let me know.

Yours sincerely

C. Jebb

Chris Jebb