

Low Thoresby Farm  
Carperby  
Leyburn  
DL8 4DS

Mr A Jordan  
Chairman  
Redmire Parish Council

29th June 2018

Dear Chairman,

Further to your instruction I undertook an internal audit of the Parish Council's accounts on 29<sup>th</sup> June 2018 and completed all the checks on the Annual internal audit report on the Parish Council's Annual return for the year ended 31<sup>st</sup> March 2018 audit form.

Having completed the internal audit I can confirm that there are just a few minor issues to report.

The risk assessment needs updating/agreeing for the year ended 31<sup>st</sup> March 2018.

There was no minute appointing the internal auditor.

Bank reconciliations should be carried out periodically throughout the year, but only a year end reconciliation was provided. I would recommend another interim reconciliation half way through the financial year.

A copy of the employer's year end return should be provided as proof that "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly carried out."

Note should be made in the minutes of the next meeting that all records are up to date and accurate and extremely well maintained.

I have not charged for my work, but would suggest that Councillors consider a small donation to the Great North Air Ambulance in lieu of an invoice from me.

Yours sincerely,



Mrs Sarah Weatherald  
Internal auditor to Redmire Parish Council