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Dear Kirsty,

22<sup>nd</sup> May 2021

**Stinsford Parish Council Internal Audit**

Please find attached the internal audit report for April 2020 – March 2021. I have included a detailed checklist showing what tests I carried out on the accounts and supporting documents and any recommendations I have as a result of this work.

All of the supporting documents that I required to carry out the audit were included and well presented.

There are 2 recommendations this year relating to VAT. One is administration and the second relates to just 2p so there is no material effect on the overall accounts, but they need correcting to ensure the corporate record and VAT return are accurate.

The recommendations made were not material and would not have changed any of the submission figures on the annual report

**Internal Audit Opinion**

Overall I am able to offer substantial assurance on the financial transactions for 2020-21 as the areas reviewed were found to be adequately controlled. Internal controls are in place and operating effectively and risks against the achievement of objectives are well managed.

Therefore, I have signed of the Internal Audit section of the Annual Return with no additional comments

The Audit Report, Recommendations and this letter should be sent to all Parish Council members so that they can fully understand the advisory recommendation made. As always I am happy for any of the Parish Council to contact me personally if they wish to discuss any of the recommendations made, the tests carried out or the overall opinion given.

Regards

Paula Harding, Appointed Internal Auditor for Stinsford Parish Council