

Michelle Riches

Chartered Management Accountant

Invoice for Internal Audit 2023/24

20th May 2024

Dear Renhold Parish Council,

I can confirm the following findings after conducting an independent review of the electronic accounts.

- Payments were recorded in Parish Council Minutes as authorised.
- Payments kept in date order, supported documents recorded, and agree with financial statements.
- Income recorded and agrees with financial statements.
- VAT refund is claimed.
- Asset register maintained.
- Periodic and year-end account reconciliations carried out, agreed to the cash book.
- Evidence of an adequate budgetary process with review of previous income and expenditure and future requirements assessed. Progress against budget was reviewed, reserves were appropriate.
- Insurance is in place.

Enclosed is the signed Annual Internal Audit Report 2023/24, could you kindly make payment for £135 to Michelle Riches.

Thank you.

Sincerely,

Michelle Riches