

**BROOK COTTAGE
PRISTON
BATH BA2 9EB**

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Mrs Louise Callan
Priston Parish Council
Long Barn
Priston
Bath BA2 9EE

9 May 2019

Dear Louise

Thank you very much for having everything available for my internal audit on 7 May.

I enclose the Annual Governance and Accountability Return 2018/19 including my signed Annual Internal Audit Report and my own report with two recommendations.

In addition to the two recommendations on my report there are three other points:

1. Bank reconciliation. This should be changed to the one enclosed. The two underpayments should not be on it because at 31/3/19 you had not issued cheques or made online payments. The reconciliation should only include unpresented cheques at the year end. The underpayments should be included in the 2019/20 accounts when you make them
2. The Summary of Assets and the Variances should be changed as we discussed
3. Back ups. I am worried that these are not being done. A back up to a USB should be done quarterly. I presume Doug has the website and email passwords as noted last year

I enclose my invoice for the agreed sum of £50.

Yours sincerely



Robin Anderson

PRISTON PARISH COUNCIL

REPORT OF INTERNAL AUDITOR

1. Date of audit

7 May 2019

2. Report

All matters required to be completed by the Internal Auditor in the Annual Return were examined at a meeting with the Clerk, Mrs Louise Callan. Generally the systems were found to be satisfactory

3. Recommendations

3.1 Website. In general the website is well maintained. But for some reason probably to do with the webmaster the Asset Register and the Summary of Insurance Cover did not come up. This should be taken up with the webmaster

3.2 The list of councillors should be updated to delete the retiring ones and add the new ones following the local authority elections on 2 May 2019

4. Audit Plan

The Council should approve the Internal Audit Plan for the coming year

Dated 9 May 2019

**H R Anderson
Internal Auditor**