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Independent Internal Audit Service for Parish and Town Councils

27th June 2020

The Chairman
Bury Parish Council
C/o 37 Station Road
RAMSEY
Cambs PE26 1JB

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2019/2020

I have received, by email, the signed AGAR together with accompanying papers. In the time allotted it is not possible for me to inspect all Council documents available on your Council web site, but a spot check has confirmed the following issues. I have clarified most of them with the Clerk on the telephone but of course I have not been able to inspect any original council documents. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

I trust that the Parish Council have been satisfied with the level of service we have provided during this difficult period and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £45.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile.

Yours sincerely

Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO BURY PARISH COUNCIL

COUNCIL ADMINISTRATION

Now the Clerk is settling into her role the Council should assess the actual hours she is required to work and compare it with the number of core hours she is currently paid.

Employment issues are too sensitive to inspect remotely and so I will inspect all relevant employment documents at my next mid year visit.

BURIAL GROUNDS

I would expect the huge amount of work required to transfer the site plan and other records onto a data base are still work in progress.

YEAR END RESERVES

Please refer to my previous report. The Clerk and I discussed adjusting the level of Earmarked and General Reserves.

RISK MANAGEMENT

Playground

Two councillors received training whilst the playground Annual RosPA inspection what undertaken and regular inspection log sheets will be filed with the Clerk once lock down is over.

WEB SITE

I gather from the Clerk that there are currently IT problems with the web site and that is why I could not find all the information I would normally expect to see on my inspection. I will view this again at my mid year audit.

Jacquie Wilson (Mrs)
Director