

**ROGER CANWELL**  
21 Ryefield Road  
Mulbarton  
Norwich NR14 8FD  
Rogercanwell@btinternet.com  
Phone 01508 570257

**SYDERSTONE PARISH COUNCIL**

**Internal Auditor's Report for Year ended 31<sup>st</sup> March 2023**

On Thursday 25<sup>th</sup> May 2023 I visited the Council Clerk at her home and took away the Council's accounting records and Board meeting minutes for the year ended 31<sup>st</sup> March 2023 to carry out the annual internal audit. I completed this audit on 30<sup>th</sup> May 2023 during which I selected a random number of transactions from the Council's bank statements for the financial year. I found that all had been correctly authorised, recorded in the Council's Cash Book and reported to the Parish Council. The Council's bank statements were correctly reconciled to the Council's financial records at 31<sup>st</sup> March 2023. VAT was correctly identified and separated for reclaim purposes.

I noted that the previous Internal Auditor for the financial year 2021/22 had drawn attention to the fact that the Council's Standing Orders and Financial Policies had not been reviewed since April 2020. I also noted that the Council had committed to an up-to-date review, but that this had yet to be carried out at the time of my audit.

**Payroll**

The Council has one employee- the Parish Clerk, and her payments were made in accordance with her contract. Tax and National Insurance payments to HMRC were made in a correct and timely manner. I noted that the Clerk had had a period of illness during the year and that her work had been covered by a locum without detriment to the Clerk's record keeping.

**Annual Accounts**

The year end Receipts and Payments Account and Balances were correctly prepared in line with accepted accounting procedures for presentation to the Council.

Overall, I found that the Council's accounts to be well maintained and I have no matters of concern that I wish to bring to the Council's attention. I was able therefore to sign the Annual Audit Commission return without reservation.



**Roger Canwell**  
**Accountant and Independent Examiner 30<sup>th</sup> May 2023**