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Stert Parish Council  
c/o Mrs Lucy Barker  
Farlingaye  
Stert  
Devizes

11th May 2018

Dear Councillors

Internal Audit

I have examined the financial records for the year to 31 March 2018, and agree that the figures entered on the Annual Return are correct and in accordance with the supporting documentation.

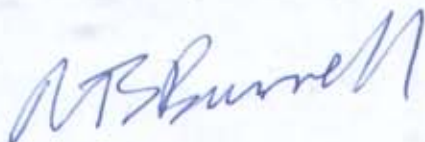
Because of the tiny number of transactions in the year I have been able to check 100% of them and can report that

- a) The records have been meticulously kept;
- b) The transactions can be easily followed from the Nationwide Pass Book to the Cashbook and thence to the Receipts and Expenditure statement and finally to the Annual Return;
- c) The Pass Book agrees to the Cashbook with no reconciling items needed;
- d) All transactions are reflected in the minutes of the Council Meetings;
- e) The reserve remains healthy at £2,253, £230 up on last year.
- f) I note that the Treasurer has been monitoring in her Treasurer's Report on expenditure whether or not it is in line with the budget.
- g) I also note that £50 is to be notionally set aside each year from now on to cover the approximately £500 that will be needed to renovate the phone box in about 10 years. Without going to the trouble of setting up a separate bank account I would suggest a 'memorandum account' be set up – simply a schedule to which £50 is added each year. The total of this should be declared in the Financial Report in the minutes of the Annual meeting each year, so that councillors will be kept aware of this impending liability.

So long as d) continues to be true – that every item is reflected in the minute books, and the books continue to be kept so well, in this scale of organisation that is about as good an internal control one could ask for.

Many thanks for your assistance

Yours faithfully



Neville Burrell