

29th June 2020

Mrs J Brooke
64 South Green Gardens
Dereham
Norfolk
NR19 1PY

Mrs G Hubbard
Parish Council Clerk
Stanfield Parish Council
21 South Green Gardens
Dereham
Norfolk
NR19 1PY

**Internal Audit Report for Stanfield Parish Council for accounting period ending
31st March 2020**

The following documents were collected from the Parish Council Clerk:-

1. The relevant Minutes.
2. The relevant receipts and invoices.
3. The Receipts and Payments Book.
4. The Cheque Bok and relevant Bank Statements.
5. The Parish Council's up to date Asset.
6. The Parish Council's Financial Regulations document and the Financial Control Systems document.

The Clerk is on the P.A.Y.E. system and tax is paid to H.M.R.C. and I inspected evidence of this. I can also report that the Clerk has been issued with a Contract of Employment.

Stanfield Parish Council has insurance in place that is adequate for the Asset Register. Public Liability insurance cover is also in place.

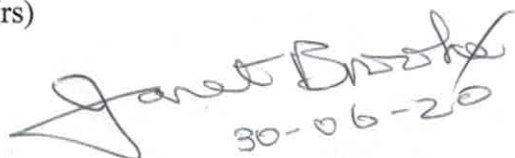
There s no need for a Risk Assessment Policy as the Parish Council does not organise any activities.

Data Protection documents are in place and are available for inspection on the website. The Clerk continues to act as the Data Protection Officer.

The minutes reflected accurately the financial payments.

No discrepancies were found at the end of the Internal Audit.

J Brooke (Mrs)


30-06-20