



G&A ACCOUNTANTS

9 Mill Street
Necton
Swaffham
Norfolk
PE37 8EN
M: 07944 243896

E: gareth@gaaccountants.co.uk

9 May 2024

Internal Audit Report for Stanfield Parish Council for the Year Ended 31 March 2024

My examination and Internal Audit was carried out in accordance with the standards laid out in the Accounts and Audit Regulations 2015 (as amended) and embodied in the Governance and Accountability Practitioners Guide 2019.

In summary the following areas were covered during the examination:

- Proper Bookkeeping and record keeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Payroll Controls including monthly payments to HMRC, employment contract has also been reviewed.
- Asset Controls, including reviewing the fixed asset register.
- Bank Accounts and Reconciliations
- Year End Procedures
- Meeting minutes were reviewed
- Petty Cash was not covered as no Petty Cash system is in operation

In addition, a review of the Councils website was also undertaken to evaluate conformance to the Local Government Transparency Code 2015, which is to be viewed as the minimum standard.

I can confirm that the accounts prepared show a true and fair view of the activity for the Parish Council during the year ended 31 March 2024.

I can also confirm that there are no matters in respect of this Internal Audit which I feel should be brought to your Councils' attention.

Yours sincerely

Gareth Darkins
FCCA, FMAAT

aat AAT Licensed
Accountant

Director: Gareth Darkins, licenced and regulated by AAT under licence number 1002912
Director: Annabelle Darkins, licenced and regulated by AAT under licence number 5729
Registered Office: 9 Mill Street, Necton, Swaffham, Norfolk, PE37 8EN.
Companies House registration number: 10204389

