

22nd April 2019

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 for Stanfield Parish Council for Accounting Period ending 31st March 2019

I visited the Clerk's office during April 2019 and inspected the Minute Book, Cheque Book, Accounts Book, Bank Statements and Receipts and Invoices.

I have also seen the Council's Financial Regulations.

No discrepancies were found.

The Clerk is on a P.A.Y.E. system and tax is paid to H.M.R.C. on a regular basis.

Stanfield Parish Council has insurance in place for the Clerk, Public Liability and Assets.

There is no need for a Risk Assessment Policy as the Council does not organize any activities.

Data Protection documents are in place and are available for inspection on the website.

The Clerk continues as the Data Protection Officer.