

Bradenham Clerk

From: Chris Smith <chrissmith29@me.com>
Sent: 04 April 2016 10:47
To: Bradenham Clerk
Subject: Internal Audit

Good morning Deirdre

I have completed the audit subject to seeing the final bank statement.

I have two comments, neither of which affects the opinion.

1 The VAT claim for 2014-15 was not submitted until February 2016 which seems very late.

2 There are some inconsistencies in two people signing off payments as required by Financial Regs - have you consider buying a rubber stamp that could be applied to each invoice for signing - normal practice is to have one signature (you) to confirm that the goods or services have been received and one (or two) different ones to authorise the payment.

I'll be away from Friday for one week but can finish very quickly once the bank statement is available.

Kind regards

Chris