

HEELIS&LODGE

Local Council Services • Internal Audit

_____ **Parish/Town Council**

(please insert name of parish or town council)

Information required to assist with the audit

To assist us to carry out the audit, we would be grateful if you could supply the following information.

Confirmation of receipts/payments for the year:	Total receipts	£
	Total payments	£
Confirmation of reserves as at 31 st March	Total reserves	£

Minute references or dates of:

Budget meeting (from previous year) _____

Setting of precept (previous year) _____

Appointment of RFO _____

Review of Risk Assessment _____

Reclamation of VAT _____

Review of internal control _____

Review of internal audit _____

Review of Standing Orders /
Financial Regulations _____

Review of fees (if applicable) _____

Reference to Trust Fund/asset management
as sole Trustee (if applicable) _____

Last Charity return (if applicable) _____

Website Address _____

Please return this form with your accounts

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Cert HE Local Policy PiLCM
Lynne Lodge Dip HE Local Policy

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Documents required for Internal Audit

Include all documents or electronic files relating to the audit year

- Receipts and payments books (Cashbook)
- Petty cash book and receipts (if applicable)
- Minutes for the audit year **plus** relevant pages from the **previous year** for setting of precept, budget meetings etc.
- Bank statements (all accounts) and Passbooks up to 31st March
- Bank reconciliation for each account
- Cheque book(s) including current cheque book and paying in books
- Salaries/payroll details including year-end summary, P60 and if applicable P45
- Insurance Cover including Fidelity
- Assets Register
- Risk Assessment and Internal Controls
- End of year accounts – R&P or I&E
- Copy of Standing Orders and Financial Regulations
- Invoices/Receipts
- VAT records
- Tenders during the year (if applicable)
- AGAR for the previous year
- Internal audit report for the previous year
- AGAR for the current year (if received)
- ICO Certificate

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