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31<sup>st</sup> May 2022

Gillian Turnbull  
Clerk to Longhorsley Parish Council  
4 Lowther Close  
Seaton Manor  
Ashington  
Northumberland  
NE63 0HY

Dear Gillian,

**Longhorsley Parish Council – Internal Audit 2021/2022 financial year**

I have carried out the Internal Audit in accordance with the guidance notes provided by your external auditors.

I have sample checked the income and expenditure transactions and I am satisfied the financial management system is both accurate and effective.

In my opinion the accounts represent a true and fair view of the financial position of Longhorsley Parish Council with regard to the year ended 31<sup>st</sup> March 2022.

I will complete the relevant section of the AGAR 2021/2022 in confirmation of the above.

If you or any of the Councillors or Parishioners have any queries please let me know.

Yours sincerely



**LONGHORSLEY PARISH COUNCIL - INTERNAL AUDIT CHECK LIST 2021/22**

Internal Control	Test	✓
Proper Bookkeeping	* Is the cashbook maintained and up to date	✓
	* Is the cashbook arithmetic correct	✓
	* Is the cashbook regularly balanced	✓
Standing Orders	* Has the Council formally adopted standing orders	✓
	* Has a Responsible Financial Officer been appointed	✓
Payments controls	* Are payments in cashbook supported by invoices etc	✓
	* Has VAT on payments been identified, recorded, reclaimed	✓
	* Is s137 expenditure separately recorded and within statutory limits	✓
Risk Management	* Do the minutes record the council carrying out an annual risk assessment	✓
	* Is insurance cover appropriate and adequate	✓
	* Are internal financial controls documented and regularly reviewed	✓
Budgetary Control	* Has the council prepared an annual budget in support of its precept	✓
	* Is actual expenditure against budget regularly reported to Council	✓
	* Are any significant variances explained	✓
Income Controls	* Is income properly recorded and promptly banked	✓
	* Does the precept recorded agree to notification	✓
	* Are security controls over cash adequate and effective	✓
Petty Cash Procedures	* Is petty cash recorded and supported by VAT invoices / receipts	✓
	* Is petty cash expenditure reported regularly to Council meetings	✓
	* Is petty cash reimbursement carried out regularly	✓
Payroll Controls	* Do salaries paid agree to those approved by Council	✓
	* Has PAYE / NIC been properly operated as an employer	✓
Assets Controls	* Does the council keep an asset register of all assets	✓
	* Do asset insurance valuations agree to those in the asset register	✓
Bank Reconciliation	* Is there a bank reconciliation for each account	✓
	* Is the bank reconciliation carried out regularly on receipt of statements	✓
	* Are there any unexplained balancing entries	NO ✓
Year End Procedures	* Are year end accounts prepared on the correct accounting basis	✓
	* Do accounts agree to cashbook	✓
	* Is there an audit trail from financial records to accounts	✓

*Andrew*  
31/5/2022