

Penelope Clapham
Penton Chapel
Christow
EX6 7NP

29th May 2019

Dunsford Parish Council Internal Audit Report 2018/19

The following items have been checked:

Items on the supplied check list on the whole were found to be satisfactory.

Noted that in the minutes, items to do with finance are not 'resolved'. This should be put in place for the future.

The VAT return is yet to be done for the last two years – the Clerk has this in hand.

The Statement of Internal Control needs to be revised – this should be an annual item.

The fixed asset register requires updating – the Clerk has this in hand.

An open spaces risk assessment should be created.

An appreciation of the amount of work the Clerk has had to undertake to bring the Council documents up to date.

Penny Clapham

Penny Clapham PLSCC
Clerk/RFO Kenn Parish Council