



20.11.2023

Mr. R Dowding  
Clerk to Ruspidge and Soudley PC  
Rheola House  
4 Bell Vue Road  
Cinderford  
Gloucestershire  
GL14 2AB

**Ruspidge and Soudley Parish Council – Internal Audit Report**

Dear Mr. Dowding,

Thank you for employing my services to carry out the Internal Audit of accounts for Ruspidge and Soudley Parish Council for part year April – September 2023.

I am now able to confirm I have carried out the Internal Audit of the books, records, and accounts of the Council for the 6 months dated 1<sup>st</sup> April – 30<sup>th</sup> September 2023.

I have applied the tests as set out in Appendix 8 of the Practitioner's Guide Governance and Accountability in Local Councils in England and Wales, and I have found them to be satisfactory.

I confirm that Risk Management procedures currently in place are completely appropriate, sufficient, and well monitored according to the minutes of the meeting.

I have also tested payment procedures as against receipts and invoices, online payments, and bank statement entries and found these to be in good order and leaving a good audit trail.

I understand that a Petty Cash system operates within the Parish Council, and this has been examined accordingly. I have found it to be in good order, although none has been drawn so far, since the start of the year and remains dormant.

I found all records to be accurate and well maintained and I have the pleasure in returning all your books and records with thanks.

Yours Sincerely,



Mrs. Shirley Fowler