



**SJs Book Keeping
& Accountancy
Services Limited**



Room 16, St Annals House, Belle Vue Road, Cinderford, Gloucestershire, GL14 2AB

Company Number: 14032249 VAT Number: GB434158894

16 February 2025

Mr R Dowding

Clerk to Ruspidge and Soudley PC

Rheola House

4 Belle Vue Road

Cinderford

Gloucestershire

GL14 2AB

Ruspidge and Soudley Parish Council – Internal Audit Report

Dear Mr Dowding.

I have conducted an internal audit for Ruspidge and Soudley Parish Council for the period 1 April 2024 to 31 December 2024.

I can confirm I have tested samples of financial transactions to the bank statements, bank statements to prime documents, invoices and receipts, and minutes to invoices and bank statements.

I have not undertaken any work on the petty cash system. As this is now dormant.

Lloyds bank statements and Unity Trust bank statements have been confirmed to the minutes of the meetings, including the opening, and closing balances as disclosed in the minutes.

Risk management procedures currently in place are sufficient and monitored well as per the minutes of the meetings.

Bank reconciliations are completed timely and recorded in the minutes.

The year end bank reconciliation will be undertaken at the next internal audit.

Vat has been reclaimed by the Council for the period 1 April to 30/9/24.

Appropriate accounting records have been properly kept and complied with its financial regulations; all payments tested were supported by invoices.

There were a few queries and considerations raised with the Clerk.

All paperwork has been returned to the clerk.

Yours Sincerely

Sharon Holmes