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The Chairman  
Madeley Parish Council  
C/o Mrs C. Withington  
The Croft  
Barthomley Road  
Audley  
ST7 8HU

April 17<sup>th</sup>, 2017

Dear Councillor,

### **Conclusion of Internal Audit for Madeley Parish Council - Year ended March 31<sup>st</sup>, 2017**

I am writing to confirm that I have carried out the year-end review for Madeley Parish Council and have completed and signed the appropriate page of the Annual Return. Whilst there is no issue with the financial records and associated record keeping, please note the comment at the bottom of the page, for future reference.

The independent internal examination of the Councils governance, financial affairs and certification of the 2016 – 17 Annual Return to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 (as amended) and embodied in the Governance and Accountability Practitioners Guide 2015.

In summary the following areas were covered during the course of the examination:-

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Control
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures

In addition a review of the Councils website was also undertaken to evaluate conformance to the Local Government Transparency Code 2015, which is to be viewed as the minimum standard. It is understood that NALC will issue appropriate guidelines for authorities with a turnover of between £25,000 and £250,000 in July 2017.

**During the course of my examination of the books I noticed that two amounts had been paid from the precept to purchase flowers. Gifts / flowers should NOT be financed from the precept. This is not S.137 expenditure and such items should be purchased from the Chairman's Allowance or from a collection amongst members.**

Yours sincerely,

*C. Heelis*

Christine Heelis

Independent Internal Auditor