

YORKSHIRE INTERNAL AUDIT SERVICES
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The Chairman,
3, Sunnybank Cottages,
Clapham,
North Yorkshire,
LA2 8DY.

26th April

2016
Dear Sir,

To the Chairman and Members of Austwick Parish Council
Audit of Accounts for the Financial Year 2015/16

Annual Return

I have carried out an audit of the Council for 2015/16, and I am pleased to inform you that I have signed section 4 of the audit commission return as required

Bank Accounts.

The Council bank accounts were checked, and the bank reconciliation of the current account for the financial year end 2016 was agreed.

Vouching

All supporting invoices for the financial year, together with details of amounts received, were checked to the Council records presented at audit, and were found to be entered accurately. However, I noted that, in two instances, payments for work done were made to individuals and not a business. As this could be construed as a payment of wages, there are potential PAYE and national insurance implications, should those individuals have additional income from other sources. As an employer, it is the responsibility of the parish council to check on the status of people in its employ. This is to ensure that appropriate deductions are made and accounted for to HMRC. The clerk agreed to contact the individuals noted to clarify their employment status and to record this in case questions were raised by the Revenue in this respect.

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Asset Register

In reviewing the asset register I noted that the valuations have increased between 2015 and 2016. The clerk explained that previously the assets had been subject to depreciation, and on discovering this, had corrected the asset register so that at this year-end they have been shown at cost value.

General

I reviewed the other records supplied, including the risk assessment. These were found to be well maintained and accurate. I should like to thank you for your warm welcome and look forward to my next visit.

Yours sincerely,

Terry Flatters.