

# **CHRISTINE FITZGERALD**

4 Chevington Road Chedburgh BURY ST EDMUNDS IP29 4UP  
Tel 01284 850098

## **CHEVINGTON PARISH COUNCIL**

### **INTERNAL AUDIT REPORT**

2014/2015

I have completed an internal audit of the financial records for Chevington Parish Council.

1. Schedule of payments recorded in Minutes of Parish Council meeting correspond with payments made. Invoices checked and payment record followed through accounts and bank statements.
2. Bank statements have been checked with payments and receipts and reconciliation figures confirmed
3. Income received and recorded. Does the money received from St Edmundsbury on 20 November for recycling belong to Chevington Parish Council? Recycling money is received by the Chedburgh Community Council for recycling bins in Chevington Road, Chedburgh and the money used to maintain the Erskine Centre.
4. PAYE under Real Time has been submitted and confirmed by HMRC. There is a very slight discrepancy between the PAYE records submitted and the amount paid in salary and tax, namely 14p and 7p. It is not worth pursuing this small error.
5. Insurance documents have been checked with the asset register.
6. Minutes of February meeting need to be added to the folder..
7. Outstanding VAT is due to be reclaimed.

I confirm that all records have been checked and statements agreed with payments.

Christine Fitzgerald  
Internal Auditor  
11 April 2015