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SWAFIELD and BRADFELD PARISH Council

Internal Auditor's Report for Year ended 31st March 2025

Receipts and Payments

During my audit I inspected a number of transactions at random and found that all were correctly authorised, analysed and reported to Council. The Council's bank statements were correctly reconciled to the Council's financial records. VAT was correctly analysed and claimed from HMRC.

Payroll

The Council had one employee- the Parish Clerk, and her payments were made in accordance with her contract. Tax and National Insurance payments to HMRC were made in a correct and timely manner.

Annual Accounts

The year end Receipts and Payments Account and Balances were prepared in line with accepted accounting procedures for presentation to the Council.

I reviewed the Council's minutes of the meetings held during the year and found nothing of a financial matter to give me any concern.

Overall, I found that the accounts were prepared in a neat and accurate manner and I have no matters of concern that I wish to bring to the Council's attention. Accordingly, I was able to sign the Annual Audit Commission return without reservation.

Roger Canwell

Accountant and Independent Examiner 30th April 2025