

**ANNUAL INTERNAL AUDIT REPORT 2021/22
THORVERTON PARISH COUNCIL**

EXPLANATIONS FOR 'No' responses on internal audit

- A. Yes. Please note - All accounting records are now complete but the current clerk has had to work retrospectively to create these following requests to the bank for statements as no records were kept between June and December of 2021.
- B. No. A small percentage of invoices were not available because the clerk was not in post until the final quarter and a lot of financial paperwork was missing when he started in the role. All payments were approved and recorded in minutes. By the time of the fourth quarter, all invoices are available and signed off by two cheque signatories according to the new system introduced by the current clerk.
- C. Yes
- D. Yes
- E. Yes
- F. Not covered
- G. Yes
- H. Yes
- I. No. This only happened in April, May & January 2021 and February & March 2022.
- J. No. This is because they were not prepared during the year due to the clerk vacancy. The current clerk has had to complete all the documentation that was missing between June to December 2021 and reconstruct the accounts for these months.
- K. Not applicable
- L. Yes.
- M. Yes
- N. Yes
- O. Not applicable.

Signed Jane Clark
Jane L Clark CiLCA

Date 2.9.22.