

## Broxton and District Parish Council - Internal Audit 2020/21



Andy Scarratt <andrew@scarratt.com>

To clerk@broxtonanddistrict-pc.co.uk

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Wed 12/05/2021 10:52

Hi Gill,

The Internal Audit was completed on 8 May 2021.

### Comments:

1. In the receipts section, the remittance advice from Cheshire West & Chester attached to the email of 8 April 2020 relates to the 2021/22 Precept. Move this document to the 2021/22 file.
2. Change the payments access to the Lloyds Bank account to the new Clerk.
3. The payment of £18.60 to Shires Pay Services on 2/2/21 includes £3.10 VAT which is not shown in the VAT column of the cash book. Adjust the cash book prior to making a VAT reclaim.
4. The payment of £119.84 to one.com on 4/1/21 includes £19.97 VAT which is not shown in the VAT column of the cash book. Adjust the cash book prior to making a VAT reclaim.

Regards

Andy Scarratt