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Wardington Parish Council
C/O Kirsty Buttle
Parish Clerk

Dear Kirsty

Ref: Parish Council Accounts Internal Audit

I have completed the internal Parish Council account audit for 2022/2023 and, whilst the accounts were in good order, I do have the following comments:

- 1: Whilst I can understand the requirement to have all transactions on one tab (for ease of transferring to the figure to the spend to budget tab), it must be ensured that ALL bank transactions are recorded on the individual bank account tabs. This is to ensure that the bank account balance at the end of the year agrees to the bank statement.
- 2: Some transactions had been allocated to the incorrect bank account tab, this has now been corrected
- 3: It is noted that payments for the prize payments for Playground 200 were being paid out of the main Wardington Parish Council bank account instead of the Playground account. There was possibly a reason for this but as there is a cheque book for the Playground account all prizes should be paid out of this account.
- 4: The bank reconciliations on the Bank Recs tab only ran up to 08/03/2023. I have inserted a new Bank Reconciliation tab for the balances as at 31/03/2023 and this is in the same format as previous years.
- 5: All figures on the Spend to Budget tab are correct.

I have enclosed my invoice for the sum of £100. This has been the same charge since the 2015/2016 audit and I would like the Parish Council to agree to and increased charge of £125 for the next financial year. That is of course as long as the Parish Council would like me to continue to do the audit.

Yours sincerely

Annette Reed