

38 Rushendon Furlong
Pitstone
Bucks
LU7 9QX

4th May 2022

Ms A Dealey – Parish Clerk
Chesham Bois Parish Council
Parish Council Office
Glebe Way
Chesham Bois
Amersham
Bucks HP6 5ND

Dear Ms Dealey

Re: Chesham Bois Internal Audit 2021-22

An audit of Governance and Internal Controls was undertaken as part of the internal audit for 2021-22. The matters raised in the report are only those that came to attention during the internal audit work, this is based on the information provided and documents reviewed and does not give a guarantee that material errors, loss or fraud does not exist.

1. Internal Auditor Appointment – recorded in the minutes March 22.
2. Cashbook – kept updated.
3. Accounting system – undertaken by DCK Accountants.
4. Standing Orders and Financial Regulations - adopted and available online.
5. Payments.
Sample invoices were reviewed, and payment supported by authorisation. Payments could be included in the minutes for transparency purposes to allow residents to easily see what payments have been authorised by council.
6. Insurance in place.
7. Budgets are prepared and are part of the precept setting process.
8. VAT is accurately recorded and reclaimed.
9. Minutes are available through the parish council website.
10. Payroll – evidence of PAYE seen and Employment Contracts in place.

Should you wish to discuss any of the above please contact me.

Yours sincerely



Bridget Knight CiLCA PSLCC