

HEELIS & LODGE

Local Council Services • Internal Audit

MELTON _____

Parish/Town Council

(please insert name of parish or town council)

Information required to assist with the audit

To assist us to carry out the audit, we would be grateful if you could supply the following information.

Confirmation of receipts/payments for the year:	Total receipts	£
	Total payments	£

Number of electors _____

Minute references or dates of :

Budget meeting (from previous year) _____

Setting of precept (previous year) _____

Appointment of RFO _____

Review of Risk Assessment _____

Reclamation of VAT _____

Review of internal control _____

Review of internal audit _____

Review of Standing Orders/
Financial Regulations _____

Review of fees (if applicable) _____

Reference to Trust Fund/asset management
as sole Trustee (if applicable) _____

Last Charity return (if applicable) _____

Contact details : Hall Farm House, Loudham Lane, Pettistree, Suffolk IP13 0NQ

Tel: 01728 747789 or 01473 625477

Email: heatherheelis@tiscali.co.uk or lynne.lodge@btinternet.com

Heather Heelis Cert HE Local Policy
Lynne Lodge Dip HE Local Policy

Please return this form with your accounts

MELTON

Parish/Council

(please insert name of parish or town council)

Documents required for Internal Audit**Include all documents relating to the audit year**

- Receipts and payments books
- * Petty cash book and receipts
- * Postage book
- Minutes for the audit year **plus** relevant pages from the **previous year** for setting of precept, budget meetings etc.
- Bank statements (all accounts)
- Bank reconciliation for each account
- Cheque book(s) including current cheque book and paying in books
- Salaries/payroll details
- Insurance Cover
- Assets Register
- Risk Assessment
- End of year accounts – R&P or I&E
- Copy of Standing Orders and Financial Regulations
- Invoices/Receipts
- VAT records
- * Tenders during the year
- Annual return sheet for the previous year
- Internal audit report for the previous year (if not Heelis & Lodge)
- Annual return sheet for the current year (if received)

* If applicable

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