

Mrs C Wellings

Administration and Bookkeeping Services

26th May 2018

Julia Staniforth

Clerk to Cantley with Branton Parish Council
24 Ellers Lane
Cantley
Doncaster
DN9 3JF

Email: cwbpc@outlook.com

Dear Sirs,

**RE: Internal Audit:
Cantley with Branton Parish Council Financial Accounts.
Financial Year - April 2017 to March 2018**

Further to carrying out the Internal Audit as requested and I note my findings for consideration below;

1. Item 17/55

Payment to Royal British Legion for £80.00 – no corresponding invoice attached to payment advice.

2. Item 17/02

Credit Note from DMBC attached for £13.00 in respect of waste collection for the period Oct to Dec with no corresponding invoice. I understand that this will resolve itself.

3. Item 17/12

Payment to RAY in respect of annual subscription recorded in the minutes as £25.00, however payment made was for £35.00.

4. Item 17/35

Payment to Glendale in respect of grass cutting recorded in the minutes as £13.42, however payment made was for £79.90.

5. Item 17/53

Payment to Glendale in respect of grass cutting recorded in the minutes as £9.90, however payment made was for £79.90.

6. Item 17/54

Payment to DMBC in respect of waste collection recorded in the minutes as £69.00, however the payment made was for £169.00.

7. Item 17/61

Payment to the Handyman in respect of a refund for petrol for £7.41 has not been recorded in minutes.

Mrs C Wellings

6 Church Grove, Braithwell, Rotherham S66 7AR

Email: c.wellings@aol.com

Tel: 07429 532512

Mrs C Wellings

Administration and Bookkeeping Services

8. Reserve and Current Account Bank reconciliation balances

The closing figures correspond with the bank statements, however the titles of the accounts where the balances are held do not – swapping the titles will rectify this.

9. Item 17/51 - Tax

There is a discrepancy in the RTI tax calculation for June.

(£677.79 - £3.66 deducted due to overpayment?)

Further investigation into the figures submitted on RTI in this period may shed some light.

10. P60 Year End Certificates

Tax calculation on MB's P60 is slightly different to that as calculated on his pay sheets.

If you have any queries or wish to discuss any of the above please do not hesitate to contact me.

Yours faithfully

Mrs C Wellings

Mrs C Wellings

6 Church Grove, Braithwell, Rotherham S66 7AR

Email: c.wellings@aol.com

Tel: 07429 532512