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18<sup>th</sup> November 2018

To: Chairman, Crosby Ravensworth Parish Council  
Cc: Clerk, Crosby Ravensworth Parish Council

**For the attention of Crosby Ravensworth Parish Council**

**Internal Audit Q1 & Q2**

I have taken over the role of Internal Auditor from Mr John Bevan, commencing October 2018.

I have met with the Chairman and the Clerk to discuss the role and what is required. I have read through the minutes, available on-line and made myself familiar with the usual income/expenditure incurred by Crosby Ravensworth Parish Council

I was presented with **Q1** (1<sup>st</sup> April – 30<sup>th</sup> June 2018) and **Q2** (1<sup>st</sup> July to 30<sup>th</sup> September 2018) accounting records, prepared by the RFO.

Bank statements were present for Barclays and Penrith Building Society and bank reconciliation spreadsheet, prepared by the RFO. – for each quarter.

I checked each transaction against the bank statements and records prepared showing income/expenditure. Every payment or receipt is accounted for with a paper copy, filed in number order.

Using Mr Bevan's summary for 2017/18 year end:

Barclays	£13577.88
PBS General	£7603.25
PBS Police	£6076.12
Chq 100010	<u>-£122.80</u>
Total	£27134.45

Summary- Period to **30/09/2018**

Barclays	£16445.43
PBS General	£9132.15
PBS Police	£7599.34

Unpresented -£4118.00

**Total Funds £29058.92**

I understand that The Cumberland Building society will become the main banking provider. I have not seen the on-line payment (two-people) authorisation before, so I would like this to be shown to me when there is a suitable opportunity.

This concludes my report for this six-month period. I will post a hard copy, signed to the Clerk.

Kind regards,

**Rachael Little AATQB**