

Dalton Piercy Parish Council

Internal Audit additional comments for the period ended 31st March 2025

It was brought to my attention before the audit was carried out, that three people have undertaken the role of clerk for DPPC during the past 12 months. As a result of this, some gaps may appear in the records although the current clerk has done her best to pull everything together as best she can.

I have completed my internal audit and can confirm that the bank reconciles to the cash book prepared by the clerk. All invoice documentation was complete.

There are a couple of things to note regarding the asset register.

- In the April 2024 minutes, it states to add the printer & generator to the asset register. The register lists a generator dated 2023 but the only printer on the register dates back to 2018. Has a new printer since been bought and needs adding to the register?
- The trough and pump were listed on the asset register using the value of the insurance claim. This will have included labour costs. The clerk has since updated the asset register with the actual cost of the asset (£499).
- I advised that I believe the purchase of the Eco Solar Tracker should be added to the asset register.

Included in the invoices was an Amazon receipt from Minna for the purchase of a personalised diamond crystal. This doesn't appear to have been reimbursed. I have addressed this with the clerk who has informed me that Lyn is the only councillor to have access to online banking. The clerk will chase to make sure this reimbursement is settled.

The amount on the AGAR report regarding staff costs, includes £118.80 which the clerk has confirmed relates to S. Bradys salary payment from 23/24. Was this included in the 23/24 declaration and therefore need removing from 24/25. I have advised that the clerk checks with Minna and the previous year's records to make sure it isn't duplicated.



LEANNE BLAKEMORE
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8th June 2025