12 June 2023

The Clerk
Barford & Wramplingham Parish Council

[redacted]

Dear Penny,

Barford & Wramplingham Parish Council
Accounts Audit 2022/23

I have completed my audit of the Parish Council accounts for the year to 31 March 2023 and am happy that they correctly reflect the compliance of the council with relevant procedures and controls.

I have listed on the attached sheet any minor points that require attention or clarification, but do not affect the content of the accounts.

In return for my services, a fee of £50 is requested.

Please make your cheque payable to A T Baker. Alternatively, payment can be made by bank transfer to the following account:

[redacted]

Yours sincerely,

Mr Tony Baker

[redacted]

enc.

Barford & Wramplingham Parish Council Accounts 2022/23

Minor points /clarifications noted during the audit :

- Insurance Premium Tax is not recoverable via VAT claim. Please amend VAT claim accordingly.
- VAT amounts need to be shown separately on the Expenditure spreadsheet breakdown - see pencilled notes.
- Cheque payments 867 & 882 were raised for and entered as £93.99 on Expenditure spreadsheet, but the NFP Pension calculation sheet shows both payments as £93.98. Please check and amend any future pension payments.
- Two columns from Income spreadsheet would benefit from being moved from RHS of Expenditure spreadsheet to their correct sheet for clarity.
- The November 2022 Minutes of Meeting are marked as "DRAFT" on the website. Please upload signed versions ASAP.

OTHER NOTES

- No petty cash is held by Barford & Wramplingham Parish Council.