

Stone Lodge, Ings Road, Ulleskelf,
TADCASTER, LS24 9SS

Tel: 01937 833065 e-mail: [REDACTED]

18 June 2018

Mrs M Gibson
Clerk to Sherburn in Elmet Parish Council
The Eversley Park Community Centre
Sherburn in Elmet
LEEDS
LS25 6BA

Dear Chairman and Councillors

**Re: Internal Audit of Sherburn in Elmet Parish Council
- Year Ended 31 March 2018**

Having completed the internal audit for Sherburn in Elmet Parish Council on 14 June 2018 in accordance with the Governance and Accountability Regulations (2016), I have no matters of significant or minor concern that need to be drawn to the Council's attention at this time.

All the necessary procedures and systems are in place and well embedded in the Council's practice. The accounts are clear, easy to understand and give a true and accurate picture of the Council's finances.

On the basis of my examination of the Parish Council's Accounts, I am satisfied that the records are well maintained and free from material error.

One point to bring to your attention is that because of the increase in the revenue, there will now be a need to produce accounts for the Parish Council in a different format. Currently they are done on a Receipts and Payments basis, however, in future they will have to be produced on an Income and Expenditure basis. As a result of this, the accounts from 1 April for 2018/2019 must be produced in this way and I would therefore recommend that the Council consider the purchase of a bespoke package to be used for this purpose.

Stone Lodge, Kings Road, Ullskeelf,
TADCASTER, LE24 9SS

Tel: 01937 833088 e-mail: aveandave.uly@bt.com

From my own experience at Tadcaster Town Council of producing Income and Expenditure Accounts, I would recommend that a company called RBS are approached. They have a bespoke package, which I used and would be ideal for your purposes.

18 June 2018

Yours sincerely



Avis Thomas

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