

Springhill
Aysgarth
Leyburn
North Yorkshire
DL8 3AH

15/05/26

Bainbridge Parish Council
Bainbridge
Leyburn
North Yorkshire

Dear Councillors

Further to your instructions I undertook an internal audit of the Parish Council's accounts on 14 May 2026.

Having completed the audit I can confirm my findings as below:

1. I have noted that there are amounts ring fenced for the Cemetery Extension and the Village Green Legacy which leads to the high amount of cash and short term investments held. I have noted that there is no petty cash.
2. Bank reconciliations are prepared and the Bank Statements initialled as seen by a councillor.
3. Accounting records have been kept throughout the year including VAT. The VAT reclaim for the year is to be submitted shortly.
4. I have noted that the staff payments and PAYE figures are processed by an external payroll accountant.
5. Internet banking is operating well with payment authorisations being seen.
6. The precept has been assessed and budgeted for and is minuted. The risk and budget control spreadsheet is discussed 6 monthly at the meetings
7. The asset register has been updated March 2026.
8. The website and email address have been updated and papers are published on the website.
9. There are no personal records kept so the Parish Council is not registered with the ICO for data protection purposes.

All other records are up to date and in order.

Yours sincerely

Joanna Reynolds