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Mrs Jane Stacey

01 May 2025

Mrs Zoe Caddy  
Clerk and Responsible Financial Officer  
17 Four Wells Road  
Colehill  
Dorset BH21 7BA

**FAO – Councillor Clare Davison (Chair)**

Dear Councillor Davison,

I have reviewed the controls and procedures in place for the accounts up to and including 31 March 2025 in accordance with the guidelines laid down. From extensive testing undertaken and the records examined, I am satisfied that reliance can be placed on the controls and procedures in place.

The following areas were covered as part of this review:

- All invoices were verified to the finance records and bank statements to ensure compliance with the Council's Standing Orders and Financial Regulations.
- Appropriate quotes were obtained in respect of works or services.
- All income was accounted for and had been banked promptly.
- The VAT records were verified and checked to ensure compliance with VAT Regulations.
- Cheque numbers recorded on the bank statement were assessed for continuity to establish if any cheques had been cancelled and to ensure that all cheques were accounted for. All electronic payments and income were accounted for.
- All cheques were verified to the financial records and bank statements. All cancelled cheques were accounted for and were evidenced where appropriate.
- The Asset Register is confirmed as being adequately maintained and insurance levels are appropriate.
- Bank reconciliations are being undertaken regularly and in a timely manner.
- Risk registers are being maintained and regularly reviewed.

- Salaries and expenses are being properly recorded and authorised, and the appropriate bodies paid the correct amounts in respect of deductions and contributions as approved by Members; and
- Expenditure was confirmed as being appropriate to the Service and budgets are being regularly monitored and reported to Members.
- Appropriate insurance cover was in place.

The Clerk is keeping comprehensive records of the accounts, which are nicely maintained, and I would like to thank the Clerk for their assistance in completing this audit.

Jane P Stacey – AAT, BA(Hons), DipHSW