INTERNAL AUDIT SERVICE

Parish/ Town Council name	

Annual Precept	**£**

Other Sources of Income (p.a)	
Cemetery	**£**
Allotments	**£**
Town/ Village Hall	**£**
Playing Fields	**£**
Grants	**£**
Bank Interest	**£**
Other (please specify)	

Accounting records	Handwritten cashbook/Spreadsheet/Accounting software package (delete those not applicable and, if the last case applies, identify the software) ……
Nos. of bank accounts	
Average no. of cheques/ standing orders/direct debits payable each month	
Staff Information	
Nos. of staff employed	
Hours worked by each (per week)	
Is tax/NI deducted?	
Manual payroll or software package? (Specify package)	

Aalgaard Renshaw Business Solutions Ltd
Victoria Advent House, Victoria,
Roche, Cornwall PL26 8LG
Tel: (01726) 210135
www.aalgaardrenshaw.com
Email: info@aalgaardrenshaw.com

Companies House Registration: 09821860
VAT Reg. Number: 223986485

INTERNAL AUDIT SERVICE

Insurance company	
Nos. of standing committees and frequency of meetings p.a.	
Have risk assessments been carried out?	**Detail:**
Is an asset register in place?	
Does the Council have any outstanding loans to repay?	**Detail:**
Are any outstanding loans repayable to the Council?	**Please detail:**
Have there been any formal questions /objections raised by electors in recent years?	

Detail of any other salient or relevant information that may complicate the audit	**Please detail :**

Clerk's name	
Address	
Office hours	
Telephone	
E-mail	
Financial year quote to take effect from	

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