



SJs Book Keeping  
& Accountancy  
Services Limited



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Company Number: 14032249    VAT Number: GB434158894

**28 April 2026**

Mr R Dowding

Clerk to Ruspidge and Soudley PC

Rheola House

4 Belle Vue Road

Cinderford

Gloucestershire

GL14 2AB

**Ruspidge and Soudley Parish Council – Internal Audit Report**

Dear Mr Dowding.

I have conducted an internal audit for Ruspidge and Soudley Parish Council for the period 1 December 2025 to 31 March 2026

I can confirm I have tested samples of financial transactions to the bank statements, bank statements to prime documents, invoices and receipts, and minutes to invoices and bank statements.

There is no petty cash system in place.

Lloyds bank statements and Unity Trust bank statements have been confirmed to the minutes of the meetings, including the opening, and closing balances as disclosed in the minutes.

Risk management procedures currently in place are sufficient and monitored well as per the minutes of the meetings.

Bank reconciliations are completed timely and recorded in the minutes.

Progress against the budget was regularly monitored and reported

Vat has been reclaimed by the Council, confirmed to the bank and noted in the minutes.

Salaries were paid in accordance with the contract of employment and checked to the minutes and bank statements.

NEST payments were checked to the bank statements.

Appropriate accounting records have been properly kept and complied with its financial regulations; all payments tested were supported by invoices.

All paperwork has been returned to the clerk.

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'Sharon Holmes', is written over a faint circular stamp.

Sharon Holmes