



**SJs Book Keeping
& Accountancy
Services Limited**



Room 16, St Annals House, Belle Vue Road, Cinderford, Gloucestershire, GL14 2AB
Telephone: 07977229670 Email: sharon@sjaccountancyservices.co.uk

Company Number: 14032249 VAT Number: GB434158894

18 December 2025

Mr R Dowding

Clerk to Ruspidge and Soudley PC

Rheola House

4 Belle Vue Road

Cinderford

Gloucesterhsire

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 April 2025 to 30 November 2025.

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.

The year end bank reconciliation will be undertaken at the next internal audit.

The vat reclaimed will be undertaken on the next audit at year end.

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

Sharon Holmes