

To The Chairman and elected members of South Hykeham Parish Council.

**Ref: Audit of Accounts 01.04.2021 – 31.03.2022**

Dear Chairman & Members of the Council

Please find below audit report for South Hykeham Parish Council up to 31<sup>st</sup> March 2022.

**Items included within the remit of the audit**

Bank Statements: General Account & Savings Account

**Financial**

Cash Book correct and up to date – reconciles to the Bank Reconciliation. All payments and receipts accounted for y/end 31.03.2022.

**Website**

Website is up to date - council complies with the Transparency Code for Smaller Authorities.

**Recommendations**

**Staffing & HR**

It was noted that the Clerks Annual Appraisal was out of date – best practice would be for this to be conducted annually by the HR Committee.

**Training**

It is noted that the parish council has subscribed to the LALC training scheme; training for staff and elected members is recommended and is paramount in providing reassurance in the abilities of individuals and the Council as a Corporate Body to the community.

**Statement of Audit**

I am satisfied that the accounts are financially sound, and the audit totals are correct; please accept this unreserved statement to close/balance the audited accounts for the financial period to 31.03.2022.

The Annual Internal Audit Report 2021/2022 has been duly completed and signed off.

Carolyn should be acknowledged for providing excellent administration support and for keeping robust financial records on behalf of the Parish Council.

Mrs Rachel Popplewell

CILCA