

Sally Diaz

17 Sealey Close

Draycott

Cheddar

BS27 3UA

Churchill Memorial Hall Audit

20th June 2023

Internal audit check

I have undertaken a series of audit tests on the Memorial Hall's financial records to verify the efficiency and effectiveness of the Memorial Halls internal control framework.

During this audit I checked the following:

- Minutes of Committee Meetings
- Bank and cash
- Income
- Expenditure

Outcome

All records were up to date and easy to follow.

Bank statements, invoices for payment, hirers invoices and minutes of committee meetings were verified and in order. The Memorial Hall's governing document was also provided, and actions correctly followed as per the document's instructions.

Conclusion

Based on the checks I have carried out the internal control procedures in operation are strong and adequate to meet the needs of Churchill Memorial Hall Committee.



Mrs Sally Diaz

Parish Clerk to Churchill and Puriton Parish Councils.