

Internal report on Croperdy Parish Council 2025/26 accounts

Conducted by Debbie Pitt on 29/05/26

Payments

All the payments were in good order and correct with the exception of very insignificant errors.

1. The monthly standing order August invoice for Scribe is missing
2. There's no supporting documents for VAT on Fairport tickets
3. October pay to David Best was 0.20p less to HMRC and 0.20p more to D. Best
4. Rob Johnson (who cuts grass on a voluntary basis) only produces a request for payment via email

Receipts

1. There are no remittance advice or supporting documentation from Ed Frost's payments which are done via BACs but do need some confirmation of receipt in the future.

Asset Register

Asset register is in progress.

Internal Control

1. The system by which the Clerk emails the invoices to the Councillors for authorisation seems to be working in most cases. But what is still missing is some confirmation that the Councillors have authorised the payment.
2. I believe a tender for grass cutting was carried out approx. two years ago. This will need to be done again in another year or two as grass cutting is a large expense over the different areas of the Parish.

Summary

The Clerk, David Best, has again done a very thorough record keeping of the Accounts and both the receipts and payments are clear. Thank you.