

## **Dunkerton & Tunley Parish Council's Internal Audit Report Page 2**

Overall, the records are well kept, organised and easy to follow. It's clear the parish is following all the guidelines and takes its record keeping seriously.

The only area that required improvement would be the digital aspect which you mentioned before the audit, having the website and the email address linked to the appropriate ".gov" domain.

I have 2 notes for ease of record keeping in the future.

1. On the bank statements, write the voucher number next to the payment. This will make it easier to follow and match the invoice to the payment.
2. On the tax invoices, write the total amount paid. The tax invoices don't contain a total figure, writing this will make it easier to match the bank statement.

Kind regards,

Ryan Taylor.