
Dixon Accountancy
&
Taxation Services

Your ref:-
Our ref:-DD/DD/C020

10 June 2022

The Clerk to Clipstone Parish Council
Church Road
Clipstone
NOTTINGHAMSHIRE
NG21 9DF

Dear Sirs

Please find enclosed the completed Annual Return for the above Parish Council for the year ended 31 March 2022 along with a note of my charges for the internal examination of the accounts.

Would you please confirm that all electronic files relating to this Council are taken on a regular basis and held in a secure place.

Attached is the comments resulting from the internal examination.

YOURS SINCERELY



D A Dixon
enc

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CLIPSTONE PARISH COUNCIL

Internal Examination Comments

1. The Minutes should be signed in the following manner. The interim pages should be initialled and the final page signed and dated. Only the final page is currently being signed.
2. With regard to Standing Orders, Financial Regulations, Code of Conduct, Equal Opportunities Policy and Annual Risk Assessment I note that these do not appear to have been reviewed recently. It is recommended that Standing Orders should be reviewed annually and the remainder every other year.
3. Has a review of the Insurance Cover been carried out recently?
4. Would you please confirm the petty cash balance at the year end at £71.01.