**CWMDU AND DISTRICT COMMUNITY COUNCIL**

**CYNGOR CYMUNED CWMDU A'R CYLCH**

<http://cwmducouncil.org>

cwmducouncil@hotmail.com

Boat House, Coed-yr-Ynys Road, Llangynidr, Powys. NP8 1NA.

Mrs Catherine A Williams,

Catherine A Williams Ltd.,

The Old Bank.

Beaufort Road,

Crickhowell,

Powys.

NP8 1AD.

2nd September ‘22

Dear Mrs Catherine A Williams,

Cwmdu and District Community Council thank you for your Internal Audit Report for 2021-22. A cheque for £240 is attached.

Council acknowledges the lacks in governance that have led to the results you found and the work to be done to address your recommendations:

1. To employ a permanent Clerk, either with the CiLCA /financial training or aspiring to it.
2. To review and approve the finances every month including a monthly bank reconciliation and budget report.
3. To re-establish the HMRC account recording the wages paid and any tax or NI contributions owing.
4. To approve and sign the minutes of each meeting.
5. To approve standing orders and financial regulations.
6. VAT refunds to be claimed annually.
7. To approve a risk assessment.
8. Review and approve the insurance policy.
9. Ring fenced funds to be kept in a separate account,
10. Petty cash to be phased out.
11. Asset register, with purchase dates and prices, to be complied and approved.
12. Comparative financial summary to be prepared annually.

In the immediate period Council have sought a Chartered Accountants’ opinion on its functioning and employed a CiLCA qualified temporary clerk to assist in establishing best practice.

Yours sincerely,

**John D Williams Sue Dale**

**Chairman Temporary Clerk to the Council**