

Hayton Parish Council

Internal Audit Notes Year Ended 31/03/2022

Notes	Explanation	Action
The "Gross" and "VAT" headings on the expenses sheets are transposed		Clerk Informed
VAT is being claimed on mileage expenses	Per previous experience	Clerk informed, no longer doing this
VAT omitted from payment McAfee antivirus £5.83		Clerk informed, will claim on future VAT return
Unpresented cheque of £895 to Cumbria Waste from January 2022	Cheque required prior to release of grant money to cover cost of roof repairs, will be cashed when work completed and to be reimbursed by Talkin Village Hall	Accounts adjusted
Different treatment of benches for "Townhead" and "Hayton"		Accounts adjusted
Clerks salary amount and increase	Rates per National Pay Scale, increase at 01/04/2021 introduced in March 2022, to be backdated	No action
Clerks mileage rate	Per "template"	No action

