JOHN • ANDREW
CHARTERED ACCOUNTANTS

To: Kirkby Stephen Town Council
Cc: Clerk, Kirkby Stephen Town Council

25/04/2025

Our Ref: K505

For the attention of Kirkby Stephen Town Council

Internal Audit Q3 & Q4

We were presented with **Q3** (1st October to 31st December 2024) and **Q4** (1st January to 31st March 2025) accounting records, prepared by the RFO.

Bank statements were present from the Cumberland Building Society. Transactional spreadsheets showing all payments and receipts were also present.

We checked transactions against the bank statements and records prepared showing income/expenditure. Every payment or receipt is accounted for with a paper copy, filed in voucher number order. All invoices were present for the period.

We reconciled the wages payments and agreed these to their contracted salaries.

Using KSTC RFO summary we can confirm that the balances for 31st March 2025 are correct.

£138,478.09
(Cumberland Building Society)

This concludes our report for the six-month period.

Paul Davison FCA, Partner

T: 017683 71600
info@johnandrew.co.uk

PARTNERS
JOHN ANDREW FCA
PAUL DAVISON ACA

17/19 MARKET STREET, KIRKBY STEPHEN,
CUMBRIA, CA17 4QS
{ www.johnandrew.co.uk }