

Annual Report by Internal Auditor

Bawtry Town Council for the year ended 31 March 2017 (1 April 2016 – 31 March 2017)

Introduction

The Accounts and Audit Regulations required Town Councils to instigate an independent internal audit examination of their accounts and internal controls annually.

This report together with the attached Audit Plan details those areas examined during the course of the audit. Members may wish to suggest other areas to be examined in future years.

Conclusion

The Council's internal controls in place appear to be efficient and effective.

On 5 June 2017, I met with the Clerk to discuss matters arising during the Audit and subsequently completed the "Annual internal audit report 2016/17" of the Annual Return.

I am grateful to the Clerk for her co-operation and responses to my requests for additional information during the course of the Audit.

Update

Cash Book

The manual receipts and payments cash book has been successfully replaced with a computerised accounting package thus enhancing the clarity of information within and thereby easing the preparation of financial accounts and management information.

Recommendations

In order to enhance internal control and monitoring your attention is drawn to the following matters:

Asset control

The Council maintains an Asset Register of fixed assets owned or in its care. I have not had the opportunity to review any supporting documentation to the Asset Register other than 2016/17 additions but would wish to do so in 2017/18.

G H Cawthorne CPFA
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5 June 2017