

## Annual Report by Internal Auditor

### Bawtry Town Council for the year ended 31 March 2016 (1 April 2015 – 31 March 2016)

#### 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 4 May 2016, I met with the Clerk to discuss matters arising during the Audit and subsequently completed Section 4 of the 2015/16 Annual Return on 4 May 2016.

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

#### Recommendations

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

##### Cash Book

Consideration should be given to replace the manual receipts and payments cash book with either an Excel spreadsheet or accounting package thus enhancing the clarity of information within and thereby easing the preparation of financial accounts and management information.

##### 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 but would wish to do so in 2016/17.

G H Cawthorne CPFA  
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4 May 2016