

Opening Statements

The audit has been carried out in accordance with the agreed Terms of Reference.

The audit concentrated on the adequacy of internal controls as outlined in the Financial Regulations, but did not exclude conducting detailed checks of the books of account and this included the following:

1. Annual Precept
2. Bank Reconciliations
3. Expenditure documentation (invoices) with a 100% check being undertaken
4. Income analysis and supporting documentation
5. Budget documentation
6. Fixed Asset Schedules

The opinion formed during the internal audit is based on the documents provided and consultations with Mr Russ Weaver, Clerk to the Council.

Causes for Concern

None.

Points to Note

The following points should be noted for future years to ensure full compliance with the Financial Regulations:

1. Banking arrangements were not reviewed during the financial year under review (Financial Regulations paragraph 5.1).

Good Practices

See list on page 2 of this report.

Village Hall Building Project

See information on pages 3, 4 and 5 of this report.

Summary

The books of account and supporting documentation are maintained to a high standard and provide an excellent audit trail through to the final accounts and associated schedules including:

1. Income and Expenditure Account
2. Cash Flow Budget
3. Monitor of actual performance to budgeted precept
4. Asset Register

