

# FINANCE AND ESTABLISHMENT

## AGENDA ITEMS

7 – Internal Auditor's Report

## Internal Audit Report For the Year Ending 31<sup>st</sup> March 2019

Name of Council:	Saffron Walden Town Council
Income to date:	£1,346,845
Expenditure to date:	£1,431,111
Precept figure:	£1,050,643
General Reserve:	£274,979
Earmarked Reserve:	£276,267

F&E MAY 2019  
Agenda item 7

## Internal Audit Objectives and Responsibilities

The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit. The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulations
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete the Annual Internal Audit Report 2018/19 of the Annual Governance and Accountability Return 2018/19 - Part 3
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council is in compliance
- Review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

Subject	Requirements	Comments/Recommendations
<p>1. Proper book-keeping</p>	<p>Cash book updated regularly.</p> <p>Correct arithmetic and balancing.</p>	<p>The council uses the Omega accounting package which produces reports on an Income and Expenditure basis. Council follows Proper Practices in ensuring that its accounting procedure gives a more accurate presentation of an authority's true financial position by focusing on the balance of economic benefits that it has under its control, rather than just its bank balance.</p> <p>Cash books are reconciled on a monthly basis and the Town Council is registered for VAT, both sales and purchase ledgers are implemented via the Omega Accounting system.</p> <p>Spot checks were made and were found to be correct and the Responsible Financial Officer ensures that the cash book is the focus for day-to-day accounting and balancing off and reconciliation to the bank statement, and remains the most important control over the accounting system.</p>
<p>2. Financial regulations, standing orders, payment controls</p>	<p>Evidence that standing orders and financial regulations have been adopted.</p> <p>VAT is identified and reclaimed.</p>	<p>At the Town Council Meeting in November 2019 the NALC Model Standing Orders were adopted which take into account changes in legislation since those produced in 2013. Standing Orders are tailored to the Council.</p> <p>Council is aware of the requirement to ensure that the Financial Regulations are fully tailored to the Town Council by removing the alternative options for a council and in particular removing the square brackets [] as this creates ambiguity. The current Financial Regulations seen are annually reviewed and have been adapted to the Town Council to reflect the financial regulations governing how it operates. In accordance with Proper Practices, Council has ensured that its financial regulations incorporate provisions for securing competition and regulating the manner in which tenders are invited. Agreement is in place that there will be regularly reviewed, fit for purpose, and adhered to.</p> <p>VAT is identified in both sales and purchase ledger cash books and is reclaimed on a quarterly basis.</p>

<p>Supporting paperwork for payments, invoices, and appropriate authorisation</p>	<p><i>Comment: in accordance with Proper Practices for authorities reporting on an income and expenditure basis the RFO has ensured that the amounts of VAT collected from customers, paid to suppliers, and payable to, or repayable by, HMRC is posted to a Creditor Account which has result in a balance due from HMRC. This balance has been included in the year-end accounts as appropriate.</i></p> <p>24 random payments (including all items over £2,500) were cross checked against cheque book, cash book, bank statement, invoice and list of cheque payments for approval. All cheque stubs and invoices were initialled. All were found to be recorded/authorised in accordance with Proper Practices.</p> <p>A number of transactions against the Council's Debit Card transactions were checked against invoice, bank statements and cashbook and found to be in order. A spot check of items paid via the BACS/Direct Debit system from the Council's Accounts were cross checked against cash-book, bank statements and invoices. All were found to be in order. Expenditure due for payment is presented to the Finance &amp; Establishment Committee monthly and signed off by 2 signatories with movement through the account since the last meeting.</p> <p>The Town Council continues with its practise of ensuring that Standing Order payments and Direct Debits incurred for the month are submitted to the Finance &amp; Establishment Committee Meetings in accordance with Council's Own Standing Orders and Financial Regulations.</p> <p>The Council's Purchase Order file for items ordered in accordance with Council's own Financial Regulations was reviewed during the internal audit visit. A random sample of orders placed during the period under review shows that Council has operated within its own Financial Regulations within the limits set for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work.</p> <p><i>Comment: Council follows good practice by ensuring that an official order is issued for</i></p>
<p>Procurement Procedures.</p>	<p>The Council's Purchase Order file for items ordered in accordance with Council's own Financial Regulations was reviewed during the internal audit visit. A random sample of orders placed during the period under review shows that Council has operated within its own Financial Regulations within the limits set for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work.</p> <p><i>Comment: Council follows good practice by ensuring that an official order is issued for</i></p>

<p><i>all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Council further shows good practise by understanding that official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority's name. In accordance with proper practises, on receipt of invoices, verification that the relevant goods or services have been received should be obtained and invoices checked to ensure that the arithmetic is correct, agreed discounts have been deducted and everything is acceptable regarding reclaiming the VAT. The Purchase Order file is numerically held and controlled by the Town Clerk.</i></p>	<p>General Power of Competence.</p> <p>Full Council, having confirmed that it meets the criteria to adopt the General Power of Competence, resolved at a meeting of 13<sup>th</sup> February 2017 that the General Power of Competence be adopted.</p> <p>Small Grants Scheme - Annual budget is £5,000 and for the year under review, grants in the sum of £3,505 were awarded.</p> <p>Hall Hire Grants - Annual budget is £5,000 and for the year under review, grants in the sum of £2,598 has been awarded.</p> <p>CAB - Annual budget is £10,000 and for the year under review, the sum of £10,000 has been awarded.</p> <p>Uttlesford Community Transport – Annual budget is £7,500 and for the year under review, the sum of £7,500 has been awarded.</p> <p>The council has the following Public Works Board Loan: Town Hall £200,000 which was drawn down in March 2017 Reference 320 08821. Interest repayments are to be made twice yearly on the nearest working day to 20 March &amp; 20 September and the rate of 2.28% has been applied.</p> <p>The 1<sup>st</sup> half yearly annuity payment of £6254.30 was made on 20<sup>th</sup> September 2018 with the second on 20<sup>th</sup> March 2019. Balance outstanding as at 31<sup>st</sup> March 2019 was £183,828.88.</p>
<p>General Power of Competence.</p>	<p>Public Works Board Loan.</p>

<p><b>3. Budgetary controls</b></p>	<p>Verifying that the budget has been properly prepared, and agreed.</p> <p>Regular reporting of expenditure and variances from budget.</p> <p>Full Council approved the budget for 2018-19 in the sum of £1,312,251 with a precept of £1,050,643 recognising that this would be a Band D equivalent charge of £166.02 being a 1.73% increase on 2017/18 at its meeting of 11<sup>th</sup> December 2017.</p> <p>A review of the budget including detailed income and expenditure position is reported at each Finance and Establishment Committee Meeting and then at full Council in accordance with Council's own Standing Orders.</p> <p>Evidence seen of budget report to actual with committed expenditure and funds available breakdown. Expenditure breakdown by heading is also provided to Finance and Establishment Committee Meetings. Detailed income and expenditure by account for currently funded projects is also provided. Council continues with its procedures for reporting to the Finance &amp; Establishment Committee and ensures that the income report shows income against specific budget headings. This is then further analysed to show percentage of income against budget.</p> <p>Virements between budgets are considered by the Finance and Establishment Committee and recommended for approval to the Town Council as and when they arise, subject to FR 4.2 which states that "No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement'). The Clerk and RFO are authorised to virement monies within budgets to a maximum of £4,000 per item."</p> <p><i>Comment: Council shows good practice by following the recommended key stages as to the budgetary process to be followed for the year:</i></p> <ul style="list-style-type: none"> <li>• <i>decide the form and level of detail of the budget;</i></li> <li>• <i>review the current year budget and spending;</i></li> <li>• <i>determine the cost of spending plans;</i></li> <li>• <i>assess levels of income;</i></li> </ul>
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	<ul style="list-style-type: none"> <li>• bring together spending and income plans;</li> <li>• provide for contingencies and consider the need for reserves;</li> <li>• approve the budget;</li> <li>• confirm the precept or rates and special levies; and</li> <li>• review progress against the budget regularly throughout the year.</li> </ul>	
<p><b>4. Risk Management</b></p>	<p>Evidence that risks are being identified and managed.</p>	<p>The Council's Risk Management Document and Procedure for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 was considered at a meeting of the Town Council on 12<sup>th</sup> March 2019 and covers in general terms the matters which could possibly prevent a smaller relevant body from functioning.</p> <p><i>Comment: In accordance with Proper Practices, the Council has taken steps to authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences and that having identified, assessed and recorded the risks, it has then taken steps to address them by ensuring that appropriate measures are in place to mitigate and manage risk.</i></p> <p>The Council, in accordance with proper practices and with reference to section 151 of the Local Government Act 1972, has employed a Responsible Financial Officer (RFO) who is responsible for the financial administration of the authority.</p> <p><i>Comment: with reference to the Accounts and Audit Regulations 2015, Council has understood the requirement to have in place safe and efficient arrangements to safeguard public money. Within the Internal Audit Corporate Governance Review for the Financial Year 2018-2019, as reviewed and adopted by Full Council in February 2019, Council has reviewed its arrangements to protect public money.</i></p> <p>In accordance with the Regulation 6 of the Accounts and Audit Regulations 2015, the Finance and Establishment Committee carried out a review of the effectiveness of the system of internal control at its meeting of 18<sup>th</sup> February 2019. The review will inform the Town Council's preparation of its annual governance statement and identifies the risks involved with and the potential for improvements to its</p>
	<p>Evidence that risks are being identified and managed.</p>	<p>Evidence that a Responsible Financial Officer has been appointed with specific duties.</p>
	<p>Evidence that internal controls are documented and reviewed.</p>	



		<p>arrangements to protect public money.</p> <p><i>Comment: The Council has considered specific control procedures for payments by bank transfer or other electronic means and a process and mitigating action to protect the Council against payment of invoices which may show fraudulent bank account details. Such control measures are identified within the Internal Control Statement which also includes a debit card policy statement which explains the responsibility of the user employee, the expenses that can be incurred using the card and the necessary supporting documentation and/or approval with respect to each expense incurred.</i></p>
	<p>Evidence that a review of the effectiveness of internal audit has been carried out during the year</p>	<p>In accordance with the Accounts and Audit Regulations 2015, the Finance and Establishment Committee formally reviewed the scope and effectiveness of its internal audit arrangements at its meeting of 18<sup>th</sup> February 2019 and considered that its current arrangements were appropriate for the council and that the audit plan properly took account of all of the risks facing the Council.</p>
	<p>Appropriate insurance cover in place for employment, public liability and Fidelity Guarantee.</p>	<p>The Council's Insurance document was seen, and the following were verified:  Core Cover Public liability cover £15million; Products liability cover is £10million  Hirer's Liability cover is £2million; Employer's liability cover is £10million; Fidelity Guarantee cover is £1million with Wageroll cover of £687,628. Fleet Rated Commercial Motor Insurance is in place covering the motorised vehicles including machinery under the Council's control. British Engineering Services are contracted to carry out inspections with a written report on test and/or findings for each site and equipment inspected. Insurance cover is reviewed and renewed on an annual basis.</p>
<p><b>5. Income controls</b></p>	<p>Monitoring of Precept.</p>	<p><i>Comment: in accordance with Proper Practices, Council has identified its key risks and taken steps to manage them in a way which it can justify to a level which is tolerable by transferring the risk and buying in services from specialist external bodies and taking out insurance.</i></p> <p>Council received precept in the sum of £1,050,643 from Uttlesford District Council for the period under review on 10<sup>th</sup> April and 10<sup>th</sup> September as reported to Council at meetings of 16<sup>th</sup> April and 15<sup>th</sup> October 2018 respectively.</p>

	<p>Monitoring of any other Income.</p> <p>Rental / Fee Charges</p>	<p>Evidence was provided showing a full audit trail from Precept being discussed and approved at the meeting of 11<sup>th</sup> December 2017, served on the Charging Authority to remittance advice showing the Precept to be paid and receipt of same in the Council's Bank Account.</p> <p>12 items of income were cross checked against receipt, cash book and bank statement. All were found to be in order and in accordance with Proper Practices, the Responsible Financial Officer ensures that the accounting records contain entries from day to day of all sums of money received.</p> <p>Council's policy is for all regular users of the market to pay their rents via the Banking Automated System direct into the Council's bank account. Casual traders pay cash to the Market Offices who maintain their own system to record these. Cash received is handed to the Responsible Financial Officer who provides a receipt for such monies and arranges for the prompt banking of the cash received. A cross check of money recorded against a list of Market Traders was carried out and found to be in order.</p>
<p><b>6. Petty cash/expenses procedure</b></p>	<p>Established system in place with supporting documents</p>	<p>All petty cash payments are supported by receipts and are entered in to the petty cash book. Petty cash reconciliations are carried out on a monthly basis and cheques raised to ensure sufficient funds to allow the float to be adequately maintained. A spot check of items recored in the cash book were checked against receipts and cash book sheets and found to be in order. The petty cash funds are kept</p> <p><i>Comment: in accordance with Proper Practices, the petty cash float is adequate in size to meet small items of expenditure and does not require reimbursement more frequently than once a month. Adequate records of the receipts and payments have been maintained for each float, including a VAT analysis, and regular reconciliations are performed.</i></p>
<p><b>7. Payroll controls</b></p>	<p>PAYE/ NIC system in place.</p>	<p>The council's payroll service is outsourced and has been operated properly and overseen by the council as an employer. The council is a member of the Local Government Pension scheme (LGPS).</p> <p>At the period end Council had 27 employees on its payroll, 17 of which are members of the Local Government Pensions Scheme as operated by Essex County Council.</p>

	<p>Cross-checks were completed on 6 items each of salary, PAYE and pension contributions and these were all found to be in order. In accordance with Proper Practices, PAYE taxes and employer National Insurance contributions (NIC) are calculated and recorded for every employee. Deductions are paid to HM Revenue and Customs and Essex County Council on or before the dates prescribed.</p> <p><i>Comment: in accordance with Proper Practices, Council has ensured that the remuneration payable to all employees has been approved in advance by the Council. There are robust payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the Council has complied with its duties under employment legislation and has met its pension obligations.</i></p>
<p><b>8. Asset control</b></p>	<p>Inspection of Asset register.</p> <p>The Asset Register was reviewed during the Internal Audit Visit for year-end and accurately reflects those items listed under insurance and within the Town Council's remit for maintenance and ownership. The Asset Register currently stands at £4,053,628.44 which shows additions in the sum of £67,414.96 with disposals in the sum of £19,000.00 for the year under review.</p> <p>A number of assets have been stated as at the Insurance Value and where assets have been gifted or where there is no known value have been given the proxy value of £1. This value has also been applied to a number of Community Assets, which, in accordance with guidance are treated in the same manner as gifted assets.</p> <p><i>Comment: This current valuation for assets commonly known as community assets is in line with requirements for smaller authorities to record each asset at its original purchase cost or were the original purchase cost is unknown at the time of first recording on the asset register, a current value is recorded, which acts as a proxy value to the original cost and will remain unchanged until disposal.</i></p> <p><i>Council is also mindful of the guidance within the Governance and Accountability for Smaller Authorities in England March 2018 on the valuation of its assets and has ensured that where the insurance value of the asset at the time of first recording is</i></p>

	<p><i>used, that method of valuation has been consistently applied and if/where amended, it will need to publish and provide explanations in changes in value to any previously recorded assets.</i></p>
<p><b>9. Bank reconciliation</b></p>	<p>Regularly completed, reconcile with cash book.</p> <p>Bank reconciliations are completed on a monthly basis and reconcile with the cash sheets. Overall there is regular reporting of bank balances within the financial reports submitted to the Town Council at each Town Council Meeting.</p> <p><i>Comment: Council is aware that, in accordance with Proper Practices, the bank reconciliation is a key tool for management as it assists with the regular monitoring of cash flows which aids decision-making, particularly when there are competing priorities.</i></p> <p>Bank balances as at 31<sup>st</sup> March 2019 agree with the year-end bank statements: £708,927.40 which are broken down as follows:  Current Account: £24,182.00  6 Month Term Deposit Account: £400,000.00  30 Day Account: £397,346.06  o/s Cheques: £114,329.85  unallocated Receipts: £1,729.19</p>
	<p>Investments</p> <p>In accordance with Council's own Investment Policy &amp; Procedures (which are noted as having been reviewed in December 2018), authorisation for investments is given by the Chair and Vice-Chair of the Finance and Establishment Committee in conjunction with the Responsible Financial Officer and such action will be reported at the following meeting of the Committee.</p> <p><i>Comment: Council might wish to review its Investment Policy &amp; Procedures during the coming year with reference to Statutory Guidance on Local Government Investments (3rd Edition) as issued under section 15(1)(a) of the Local Government Act 2003 effective for financial years commencing on or after 1 April 2018.</i></p>
<p><b>10. Recommendations from previous internal audit visit</b></p>	<p>Action plan following recommendations from previous internal audit visit.</p> <p>There were no recommendations from the internal audit visit carried out in October 2018.</p>

<p><b>11. Reporting of Previous Internal Audit Reports</b></p>	<p>Review of Internal Audit</p>	<p>The internal audit report for the period ending 31<sup>st</sup> March 2018 was reviewed and accept by the Finance and Establishment Committee at its meeting of 18th June 2018 with the report for the period ending 30<sup>th</sup> September 2018 considered at the Finance and Establishment Committee at its meeting of 17<sup>th</sup> December 2018.</p> <p><i>Comment: in accordance with Proper Practices, the Responsible Financial Officer has produced an Internal Audit Action Plan for the Financial Year 2018/2019 which allows Council to review the areas identified for development or change and the proposed remedial actions. This report is presented to Council following the receipt of the internal audit report and sets out the areas for improvement, proposed remedial actions, those responsible for delivering improvements and any appropriate deadlines.</i></p>
<p><b>12. Reporting of External Audit Report</b></p>	<p>Review of External Audit Report</p>	<p>The external auditor Report and Certificate was considered by the Finance and Establishment Committee on 15<sup>th</sup> October 2018. There were no matters which necessitated the issuing of a separate report. The Notice of Conclusion of the Audit was seen on the Council's website.</p> <p><b>Recommendation: in accordance with Regulation 20 of the Accounts and Audit Regulations 2015, Council should ensure that, following the completion of an audit, full Council and not a committee considers and receives the audit letter from the local auditor and that this shall be as soon as reasonably practicable.</b></p>
<p><b>13. Year-end procedures</b></p>	<p>Appropriate accounting procedures used</p>	<p>Accounts are produced on an income and expenditure basis. All were found to be in order. There is an underlying financial trail from financial records to the accounts produced. Where appropriate debtors and creditors have been properly recorded.</p>
	<p>Reserves - General and Earmarked.</p>	<p>For the year ending 31<sup>st</sup> March 2019 Council had General Reserves of £274,979 and Earmarked Reserves of £276,267.</p> <p><i>Comment: during the year 2018 /19 Council complied with Financial Regulation 4.2 and ensured that where expenditure was to exceed the amount provided in the revenue budget for that class of expenditure, a virement from reserves into the revenue budget would be made following a resolution of the council, or duly delegated committee.</i></p>

	Has the appropriate end of year AGAR documents been completed?	As Council is a smaller authority with gross income and expenditure exceeding £25,000 but not exceeding £6.5million it has completed Part 3 of the AGAR.  Section 1 - Accounting Statements of the AGAR were completed at the time of Internal Audit but are unsigned and are to be presented to full Council for approval.  As the Council was a smaller authority with gross income and expenditure exceeding £25,000 during the year 2017/18, it was not able to certify itself as an exempt authority.
	Where an authority certified itself exempt in 2017/18, did it met the exemption criteria and correctly declared itself exempt?	The Internal Auditor was able to confirm that the details of the arrangements for the exercise of public rights for the period ending 31 <sup>st</sup> March 2018 were on the public website used by the Council.
	Was there the opportunity provided for the exercise of electors' rights?	The Council has complied with the requirements of the Accounts and Audit Regulations 2015 for smaller authorities with income and expenditure exceeding £25,000 but not exceeding £6.5 million and published the following on a public website:  Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited Section 1 – Annual Governance Statement of the AGAR – signed and approved Section 2 – Annual Accounting Statements of the AGAR – signed and approved Section 3 – External Auditor Report and Certificate The Annual Internal Audit Report
	Have the publication requirements been met in accordance with the Audit & Accounts Regulations of 2015.	Council has ensured compliance with the minimum datasets that should be published as per the requirements as set out in the Local Government Transparency Code (2015). For Saffron Walden Town Council, these include the quarterly reporting of spending transactions valued over £500, the annual reporting of organisational charts, annual reporting of all grants made to voluntary, community and social enterprise organisations and the location of public land and assets. This Code applies to local authorities, including parish councils with annual income or expenditure (whichever is the higher) over £200,000.
<b>14. Transparency Code Requirements</b>	Have the publication requirements been met in accordance with the Transparency Code (2015).	

15. Additional comments	Annual Meeting.	The Annual Meeting of the Town Council was held on 14 <sup>th</sup> May 2018 with the first item on the agenda being the election of the town mayor in accordance with the Local Government Act of 1972 15(1).
	Minutes consecutively numbered and each page initialled	In accordance with the Local Government Act 1972 Schedule 12 para 41 (1), looseleaf minutes are considered lawful provided that the pages are consecutively numbered and initialled by the person signing the minutes at the time of signature.
	Verifying that the council is registered with the ICO	The Council is correctly registered with the Information Commissioner's Office (ICO) as a Data Controller in accordance with the Data Protection Legislation. In accordance with guidance from the ICO relating to elected and prospective councillors, the Town Council has enrolled all Councillors, as representatives of the residents of their ward, as Data Controllers.
	Review of Council's Policies	As has been previously mentioned, Council has a schedule to ensure that all policies are reviewed on an annual basis and brought before the relevant committee for recommendations and amendments in line with Terms of Reference as produced by the Council.
16. General Data Protection Regulations (GDPR)	Verifying that the Council is compliant with GDPR requirements	Council is taking steps to ensure compliance with the GDPR requirements and has produced a comprehensive Employee Handbook on Data Protection Policy which covers the obligations of Saffron Walden and rights of its employees in respect of their personal data under EU Regulation 2016/679 General Data Protection Regulation (GDPR).  <i>Comment: The Privacy Policy on the Town Council's website covers the framework that the public can expect for dealing with requests from individuals who have the right to know what data is held on them, why the data is being processed and whether it will be given to any third party.</i>
17. Tourist Information Centre		An examination of the accounting records kept by the Tourist Information Centre and the procedure for the accounting of orders placed, goods received and the submission of invoices for payment to the Town Council was carried out during the internal audit visit. A comparison of the sales accounts a presented was also undertaken along with a review of the Stock Take Procedures and items declared as Stock as at 31 <sup>st</sup> March 2019. The procedures for movement of stock were analysed and found to be in order.

		<p>The procedures for cash and cheques as operated by the Tourist Information Centre are clearly referenced within the Town Council's Risk Assessment and Procedures and fully implemented by the Tourist Information Centre staff. All receipts are banked once a week and reconciled against till receipts. Purchases are made against invoices which are submitted against an order and reconciled by the Manager prior to presenting same to the Town Council for payment. The Manager ensures that all orders are annotated against its own numbering system thereby ensuring a complete audit trail.</p> <p>The examinations undertaken do not constitute a full audit but during the visit there were no matters which came to the Internal Auditor's attention suggesting that further investigative work be carried out to enable a proper understanding of the accounts as submitted.</p> <p>However, it is recognised that the procedures relating to the Tourist Office accounting system are heavily reliant on the knowledge and ability of the Manager alone and the Council might wish to explore the possibility of succession planning thereby increasing the availability of experienced and capable employees that are able and prepared to undertake and implement the procedures should the need arise.</p>
<p>18. Other Matters</p>		<p>The Internal Auditor offers her appreciation for the assistance given by the Town Clerk, the RFO and staff of the Tourist Information Centre in completing this audit.</p> <p><i>For further information and for the year effective 1<sup>st</sup> April 2019 please refer to Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements - March 2019</i></p>

Audit Carried out by Mrs V S Waples  
On behalf of Suffolk Association of Local Councils

Signed *V S Waples*

Date of Internal Audit Visits: 25.10.18 and 07.05.19

Date of Year-end Internal Audit Report: 09.05.19