

Fair Account

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14 May, 2014

Frome Town Council
Town Clerk
5 Palmer Street
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Dear Mr Wynne

Internal Audit Report for Frome Town Council 2013/14 Qtr 4

We have recently completed the 2013/14 Qtr 4, Internal Audit for your Town Council.

The quarterly, Internal Audit covered the audit testing strategy set out in the current, NALC Accountability & Governance manual. This covers a “suggested approach to internal audit testing” covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures.

Initial discussion with the Clerk/RFO establishes any system / procedure changes to the internal controls from the previous period. A series of independent audit tests are then undertaken using the various financial records, vouchers, documents, minutes, insurance etc. to ascertain the efficiency & effectiveness of these internal controls.

I am pleased to report that the various procedures in place for the Council provide an acceptable standard of control. All minor queries were resolved during the course of the audit. A Suppliers' Declaration of Interest form is being reviewed for items over £5k. Also, a review of Bacs processes considered colour coding of 2 main payment methods (cheques & Bacs), to maintain the integrity of the RBS system numbering sequences, whilst aiding the administrative process. I understand that the review of effectiveness of internal controls will be reported to the next Internal Affairs meeting.

This report should be taken to the next Town Council meeting, formally accepted, and then minuted as such.

Yours sincerely,

P.Reynolds, FMAAT

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ASSOCIATION
OF ACCOUNTING
TECHNICIANS