

# Fair Account

Fair Account  
1 Roker Way  
Fair Oak  
Eastleigh  
Hants  
SO50 7LD

TEL/FAX: (023) 8069 6763

29 January, 2014

Frome Town Council  
RFO  
5 Palmer Street  
FROME  
SOMERSET  
BA11 1DS

Dear Mrs Wheeler

## **Internal Audit Report for Frome Town Council 2013/14 Qtr 3**

We have recently completed the 2013/14 Qtr 3, 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, & thus there are no formal recommendations for 2013/14 Qtr 3 on the various, transactional elements. As agreed, a fuller Risk assessment on the financial systems' internal controls was also performed last week & I know you will be reporting on this at a forthcoming meeting.

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

Yours sincerely,

P.Reynolds, FMAAT

**AAT**  
ASSOCIATION  
OF ACCOUNTING  
TECHNICIANS