

Fair Account

Fair Account
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13 May, 2015

Frome Town Council
Town Clerk
5 Palmer Street
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Dear Mr Wynne

Internal Audit Report for Frome Town Council 2014/15 Qtr 4

On the 28 April 2015 we completed the 2014/15 Qtr 4, Internal Audit and Section 4 of the 2014/15 Annual Return 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.

This report should 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