

BRADING TOWN COUNCIL – INTERNAL AUDIT REPORT

Steve Milford CPFA

Dear Linda

INTERNAL AUDIT REPORT – MAY 2017

I have carried out an independent internal audit again this year for Brading Town Council and have assessed the risks, compliance with relevant procedures and controls in place for the year ended 31 March 2017. The audit was carried out according to the Council's needs and activities and I have concluded that there were satisfactory internal controls in place throughout the financial year to meet the needs of the Council and form a basis for the annual accounts.

I have carried out sample checks on invoices paid and income received and traced the entries into the books of account and the financial statements. All entries sampled were found to have been processed correctly and appropriately authorised. It was pleasing to note that the same authorisation is now received for on-line bank transactions.

Bank statements were checked to the final accounts and it was clear that regular reconciliations were being carried out. It was also confirmed that the Council has satisfactory public liability insurance. The book value of the Council's assets has been reported on the Annual Return and it is noted that this represents the estimated purchase value of the items concerned.

I have found all of the financial records being kept by Brading Town Council to be clear, up to date and well maintained. There are good systems in place to carry out appropriate reconciliations and to produce the necessary financial reports. Financial monitoring is sound and the budget statements produced for the Council are clear and accurate.

I would conclude that there are sound systems of internal control in place to rely upon in producing the final accounts. With Council Members' involvement in reviewing expenditure, there are also appropriate levels of checking and authorisation. The need for Council authorisation of direct payment entries at the same level of manual cheques was agreed and is now in place

I am again able to report on the high level of reliance that can be placed upon the financial records and systems that are in place and happy to pass these comments on to the external auditors.

Steve Milford CPFA
Internal Auditor