

17.08.20.

TO:

MEMBERS
FILEY TOWN COUNCIL

INTERNAL AUDIT OF FILEY TOWN COUNCIL ACCOUNTS
FINANCIAL YEAR 2020/21 FIRST QUARTER

In accordance with my agreement with the Council I have carried out the first quarter internal audit in respect of the Financial Year 2020/21.

The following are the areas that have received attention by me in this quarter:-

- (a) Bank reconciliations and bank transfers
- (b) Cash book/ Financial Ledger maintenance
- (c) V.A.T. account
- (d) Approval and validity of payments
- (e) Income and debtors
- (f) Corporate governance
- (g) Investments
- (h) Minute scrutiny
- (i) Tenders and quotes
- (j) Financial controls
- (k) Petty Cash

I have considered my comments in relation to the above on the basis of the annual report I am required to submit to the external auditors. This is an interim report and a full final annual report will be issued at the completion of the fourth quarter audit.

I have no matters I should like to bring to your attention from this first quarter. However, certain tests could not be fully completed and those elements will be carried out in the next quarter. This relates to those tests which include an element of full Council or Committee approval. For example the final stage of the testing of payments made by the council requires the payments schedules to be approved by members. Without meetings certain items are not possible. The effects of Covid and the postponement of meetings and the knock on effects has caused disruption throughout the country.

Whilst the situation is not ideal I have been able to confirm that there are no matters arising in my testing for administrative type procedures and controls.

D M LATHAM
INTERNAL AUDITOR

