

Internal audit report — sample

Report of the internal auditor to Harrowmere Town Council for the year ending 31 March.

What was checked

The cash book and ledgers, the monthly bank reconciliations, a sample of thirty payments, the payroll, the asset register, the budget and its monitoring, the precept request, and the VAT returns.

What was found

The records are complete and up to date. Bank reconciliations were prepared and signed every month. Every payment in the sample carried two councillors' approvals. The asset register agrees with the insurance schedule.

Recommendation

The asset register should record the date each item was bought as well as its value, so replacement can be planned rather than reacted to.

Opinion

In the auditor's opinion the council's internal controls were adequate and effective throughout the year.