



Tim Light – trading as LIGHTATOUCH

CENTRAL SWINDON SOUTH - QUOTATION 2019/20

STANDARD INTERNAL AUDIT:

The following review of the internal controls will normally be included in the standard internal audit:

- a full reconciliation of bank accounts and investments
- a test check of income recorded on bank paying in books and debit credits to the financial ledger
- a test check on VAT reimbursement claims
- a test check of expenditure vouchers to the financial ledger
- a review of staffing and payroll documentation
- an annual review of the assets register
- a review of insurance cover arrangements
- a review of Committee and Council minutes to ensure decisions are properly approved
- a points arising sheet prepared and sent to the Clerk after each internal audit visit.
- Financial Risk Assessment covering the 35 points recorded in the National Association of Local Council Governance Manual

In consultation with the Parish Clerk the internal audit can be performed:

- quarterly, half yearly, annually to suit the needs of the Council, including site visits by arrangement.

There is no price increase this year. The total cost for the year of £2,575 is equally invoiced each quarter - £643.75