



Tim Light – trading as LIGHTATOUCH

CENTRAL SWINDON SOUTH - QUOTATION 2018/19

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.

Andrea Durn

From: Tim Light <tim.light1@hotmail.co.uk>
Sent: 09 May 2018 17:44
To: Andrea Durn
Cc: Bridget Bowen
Subject: RE: Appointment of Internal Auditor

Dear Joyce

Many thanks for your email and update on the position at Central Swindon North PC.

Bridget and I did receive a copy of the email sent to you from Andy Reeve and it is good that Hannah is now able to concentrate on getting the end of year information together and hopefully all will be ready when we return on Friday 8 June to complete the end of year AGAR internal audit report.

Yes Swindon West has been signed off for 2017/2018.

Many thanks for also recommending to the Parish Council that we continue as Internal Auditors at Central Swindon South for 2018/19.

In line with our normal annual increase of 3% the total fee for 2018/19 will be £2575.

Please let me know if you need any further information.

Bridget and I look forward to seeing you again on 31 July 2018. We are in the process of drafting the final visit report for 2017/2018 and will send this through to you for consideration in the near future.

Kind regards

Tim

Tim Light FMAAT
Internal Auditor
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