

## Interim Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Oundle Town Council		
Name of Internal Auditor:	Tina Charteress	Date of report:	23.02.18
Year ending:	31 March 2018	Date audit carried out:	16.02.18

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit.*

***The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.***

### To the Chairman of the Council:

Thank you very much for the hospitality shown during my visit to conduct an Interim Internal Audit for Oundle Town Council.

The main function of this visit was for me to understand process and procedure relating to the business transacted by the Town Council being newly appointed as Internal Auditor.

I was pleased to be able to establish due process relating to the adoption of Standing Orders and Financial Regulations and the annual adoption of risk assessments. I discussed with The Clerk and the Finance Officer the management of cash relating to The Hub and pointed out the risk of theft as the cash is not being dual controlled.

I was pleased to note a bank reconciliation for January which had been presented to Council agreed with the Trial Balance on the accounting system and discussed debt management and VAT. I have asked the Finance Officer to establish with HMRC whether an automatic charge for VAT is invoiced for Charities as the Council has Opted to Tax – this will be re-visited during the full Annual Audit.

I would draw the Council's attention to the website; the minutes of meetings are difficult to find chronologically as they have not been correctly uploaded. The Clerk will be correcting the errors.

I note The Clerk is using a debit card.

This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently, the report is limited to those matters set out above.

I look forward to returning to Oundle Town Council to complete the full Internal Audit.

Yours sincerely,

Mrs Tina L Charteress CiLCA  
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