

Annual Internal Audit Report

(to be read in conjunction with Section 4 of the Annual Return)

Name of council:	Oundle Town Council		
Name of Internal Auditor:	Ian Arnott	Date of report:	11 May 2012
Year ending:	31 March 2012	Date audit carried out:	Various dates with final meeting: 11 May 2012

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:

I write to confirm that following our various meetings I am, once again, happy with all the answers to my various queries.

In line with your past practices the records are maintained to a very high standard and supported by a robust audit trail.

As before I randomly examined one month's activity (February 2012) in detail and took an overview of the entries passing through the Town Council's books during January and March 2012 and nothing came to light causing any concern.

I also reviewed the procedures for contractors tendering for business and again found them to be well controlled and in order.

It needs to be acknowledged that following the work having to be split to enable a separate set of accounts to be prepared for the Queen Victoria Hall Trustees this has created a noticeable increase in work for the Finance Officer which does not appear to have been reflected in his remuneration package.

Yours sincerely,

Email sent 11 May 2012

Ian Arnott
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