

Phil Parkin

accountancy and audit services

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8 April 2021

Chair of Tuxford Town Council
The Beeches
Birch Court
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Dear Councillor Moorhouse

I was asked to undertake your internal audit for 2020/21, and I now present my final report below.

Payments

1. I reviewed payments made in September 2020, and found that all payments were supported by invoices.

Income

2. I reviewed four sources of income for the year, namely, burials/cremations, the Lengthsman scheme, grass cutting for BDC and allotments. I found all sums due were properly accounted for.

Payroll

3. All contracts of employment are in order and I was able to confirm that payments made to staff were in line with amounts agreed by the Council.

Risk Assessment

4. An update version of the risk assessment has been made and was considered by the Council in February 2021.

Asset register and Insurance

5. I reviewed the asset register, and agreed total value of assets of £310,562 to the AGAR. The Council has up to date insurance covering its assets and other significant risks.

Bank Reconciliation

6. I reviewed the year-end bank reconciliation, and confirmed the balances held with the Hampshire Trust Bank (£36,832.49) and the Co-op Bank (£39,011.54) agreed to bank statements. There was also petty cash of £100. This totalled £75,944.03 and, after deducting unpresented cheques of £8,288.27 agreed to the Annual Governance and accountability Statement (AGAR) of £67,655.76

Petty cash

7. Petty cash of £100 was held. I reviewed the payments made and found all to be correctly evidenced by receipts.

Scribe accounting system

8. I agreed the entries on the AGAR to the Council's accounting records.

Conclusion

9. As a result of my findings above and my interim audit, I am able to give a positive response to the Internal control objectives.
10. I would like to thank the Town Council's Clerk for her assistance during my audit.

Yours sincerely,

P R Parkin

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