

**Phil Parkin**

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Chair of Tuxford Town Council  
The Beeches  
Birch Court  
Tuxford  
Nottinghamshire.  
NG22 0NF

Dear Councillor Moorhouse

I was asked to undertake your internal audit for 2020/21, and I present my interim report below. This was undertaken remotely; I will complete my audit later in the year, when the final accounts are available, and when it is safe to visit the offices.

### **Precept and budget**

1. I confirmed the Council's precept for 2020/21 of £131,034 from the requested precept to the receipts in the bank account. I note my recommendation has been implemented regarding the value and percentage increase in the precept being recorded in the minutes. The Council should consider a budget in determining its precept. I understand that this is the case, but that was not minuted.

***I recommend that the minutes record the basis for the precept, namely a budget prepared to meet the Council's proposed spending and income for the year.***

### **Payments**

2. My interim audit would normally include a review of invoices to support payments made; due to the restrictions currently in place, I will make such a review later in the year.

### **Internal Control**

3. Section 6 (1) (a) of the Accounts and Audit Regulations require that an annual assessment of the effectiveness of internal control be made and presented to the

Council. This review was made, and is due to be formally reported to the Council in February 2021.

4. A councillor undertakes a spot check audit throughout the year. However, this has not been reported to the Council.

***I recommend that this good practice be formalised with the results reported to the Council.***

#### **Risk Assessment**

5. I understand that the Council is to consider its Risk Assessment in February 2021.

#### ***Bank Reconciliations***

6. Monthly bank reconciliations are prepared and presented to the Council. I reviewed September 2020 and January 2021 reconciliations and found them to agree with bank statements.

#### **Conclusion**

7. I would like to thank the Town Council's Clerk for her assistance during my audit.

Yours sincerely,

P R Parkin CPFA