

# **LYDD TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT 2017-18**

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I am pleased to report to Members of the Town Council that I have carried out an interim internal audit of the Parish Council's records for 2017-18.

Members should be aware that the audit tests that I undertook during the interim audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in the audit to report and that I found the record keeping to be of a good standard and the Town Council's approach to the management of risks to be sound.

I would like to take this opportunity to thank your officers for the assistance given to me in the conduct of the audit that took place on 14 February 2018.

## **NOTES FROM THIS VISIT:**

During the visit I tested the accounting records including the cashbook, payments and receipts files. I also reviewed the minutes. I intend to review the cashbook to bank reconciliation for the end of the financial year at my next visit.

I found all the financial records to be accurate and up to date.

I noted that the Council receives considerable cash and cheque income which is banked once a month. It is an important financial control that receipts are banked promptly and once a month is in my view insufficient to meet the aims of that control. I have discussed this issue with your officers who have agreed to bank weekly in future. This is a reasonable compromise between the need to bank often and the difficulty in banking given the absence of a branch in the town.

**Lionel Robbins  
Independent Internal Auditor  
23 February 2018**