

Fair Account

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13 June, 2016

Milborne St Andrew Parish Council
Parish Clerk
Fairways
Streetway Lane
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Dear Mr Hampton

Milborne St Andrew Parish Council Audit 2015/16

I have recently completed the Internal Audit for your Council & signed off on the 2015/16 Annual Return for your Parish Council.

An annual update review of the Council's financial systems' internal controls is conducted as part of the Internal Audit testing, which is set out as an appendix in the NALC Governance manual. This Appendix template covers a "suggested approach to internal audit testing" covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures.

Initial discussion with the Clerk/RFO establishes any system / procedure changes to the internal controls from the previous year. A series of independent audit tests are then undertaken using the various financial records, vouchers, documents, minutes, insurance etc. to ascertain the efficiency & effectiveness of these internal controls.

I am pleased to report that the various procedures in place for the Council provide an acceptable standard of control. All queries were resolved during the course of the audit, & the 2 recommendations for 2014/15 have been adopted by Council.

This report should be taken to the next Parish Council meeting, formally accepted, and then minuted as such.

Yours sincerely,

P.Reynolds, FMAAT

AAT
ASSOCIATION
OF ACCOUNTING
TECHNICIANS

