

**Jill Hicks MICB
Bryn Awelon
Hatherleigh
Okehampton
EX20 3LL**

5th May 2018

Mrs R Rice
North Tawton Town Council
14A The Square
North Tawton
EX20 2EP

Dear Ros

As requested following my visit on 4th May 2018 I give my report on the completed audit carried out for the financial year 2017 -18. The audit work has included a thorough review of all accounting transactions and sampling of other activities of the Council based on my assessment of risk.

REVIEWS UNDERTAKEN

1 Bookkeeping

Examination of transactions to ensure financial records are up to date and that the accounts balance. Checking reports from new software implemented this financial year.

2 VAT

VAT return compared with invoices. All invoices correctly addressed to the Council. VAT returns completed correctly.

3 Payments

All payments and direct debits due are correctly reported to the Council in the monthly schedule of payments. Carried out random check of invoices to software reports.

4 Banking

Monthly bank reconciliation's are completed and the balances are reported to the Council each month. Final reconciliation correct.

5 Budget

The budget is monitored on a monthly basis and the annual precept correctly assessed.

6 Salary & PAYE

Salary and PAYE correctly calculated and recorded. Monthly RTI return to HMRC correctly completed.

7 Petty cash

Petty cash drawings correctly recorded on software.

8 Asset control

The asset register is compete.

9 Standing Orders

All standing orders have been reviewed

10 Insurance and risk assessment

Insurance paid to date. Risk assessment procedures carried out during the year.

11 Section 2 – Accounting statements for 2017/18.

All figures checked and found to be correct.

Yours sincerely

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Jill Hicks