

**Jill Hicks MICB**  
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**EX20 3LL**

22<sup>nd</sup> May 2017

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

Dear Ros

As requested following my visit on 19<sup>th</sup> May 2017 I give my report on the completed audit carried out for the financial year 2016-17. 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. The spreadsheets have been properly kept throughout the period

##### **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 spreadsheet.

##### **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 spreadsheet.

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 2016/17

All figures checked and found to be correct.

Yours sincerely

A handwritten signature in black ink, appearing to read "Jill Hicks".

Jill Hicks