

Annual internal audit report to:

Name of body: **Abergavenny Town Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	√				Please see the Independent Internal Audit report dated 30 th May 2024.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	√				Please see the Independent Internal Audit report dated 30 th May 2024.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	√				Please see the Independent Internal Audit report dated 30 th May 2024.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	√				Please see the Independent Internal Audit report dated 30 th May 2024.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	√				Please see the Independent Internal Audit report dated 30 th May 2024.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			√		Please see the Independent Internal Audit report dated 30 th May 2024.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	√				Please see the Independent Internal Audit report dated 30 th May 2024.
8. Asset and investment registers were complete, accurate, and properly maintained.		√			Please see the Independent Internal Audit report dated 17 th of April 2024.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	√				Please see the Independent Internal Audit report dated 30 th May 2024.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	√				Please see the Independent Internal Audit report dated 30 th May 2024.
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			√		Please see the Independent Internal Audit report dated 30 th May 2024.

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.			√		No additional risks identified
13.			√		No additional risks identified
14.			√		No additional risks identified

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated the 30th May 2024.

Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: C Lingard for and on behalf of Auditing Solutions Ltd

Signature of person who carried out the internal audit: *Claire V Lingard*

Date: 30th May 2024