

*Lyn Llewellyn Internal Audit Service*

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11th March 2018

The Chairperson  
Cwmbran Community Council  
Council Offices  
Ventnor Road  
Cwmbran  
NP44 3JY

Dear Chairperson

**Internal Audit for the year ended 31<sup>st</sup> March 2018 - Interim Report**

I visited the Council Offices on the 5th February 2018 to conduct an interim internal audit and the following are my findings -

1. Appropriate books of account have been properly kept from the 1st April 2017 to the 31st December 2017.
2. I have confirmed that Financial Regulations have been adopted by Council and during a future audit visit I will be testing that -
  - these regulations have been complied with
  - payments are supported by invoices
  - expenditure was approved by Council
  - VAT was appropriately accounted for.
3. I confirm that the Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
4. I confirm that the annual precept demand requirement resulted from an adequate budgetary process and that -
  - progress against the budget was regularly monitored.
  - Reserves appeared appropriate but I will be looking in detail at this aspect during my next audit visit.
5. During the course of my next audit visit I will be checking that expected income, other than the precept totalling £555,750, which I can confirm has already been received by Council via three equal instalments, was fully received, based on correct prices properly recorded and promptly banked and VAT appropriately accounted for.

6. Again during my next audit visit I will be checking that Petty cash payments were properly supported by receipts, expenditure was approved and VAT was appropriately accounted for.
7. I confirm that salaries to employees were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.
8. I confirm that the asset register was complete, accurate and properly maintained.
9. I confirm that periodic bank account reconciliations were properly carried out.
10. During my next audit visit I will check that the Accounting Statements have been prepared on the correct accounting basis, they agree with the cashbook, are supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors are properly recorded.

In conclusion my report indicates that your Council has satisfied 6 out of 10 of the audit requirements and I am confident that my next visit will make it 10 out of 10.

I will be more than happy to answer any questions you may have in relation to this interim report.

My thanks go to your Clerk, Mr David Collins and his staff, for all their help and co-operation with the completion of the audit.

Yours sincerely

Lyn Llewellyn  
Internal Auditor

Copy to Mr David Collins, Clerk to the Council