

KG ENTERPRISES

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Southwell Town Council
c/o Town Clerk
The Old Courthouse,
Burgage, Southwell
NG25 0EP

To: Members of Southwell Town Council.

As instructed by the Town Clerk, I have carried out the first of 2 stages of internal audit reviews of the Council's systems of internal control. There were two objectives behind the review:

1. To enable me later this year to sign off the year-end Annual Internal Audit Report 2023-2024;
2. To assure Members that there are adequate systems of internal control in place and are being complied with.

During this first stage review, I covered the financial areas of the Council's responsibilities:

1. Payroll – processing
2. Payroll – Deductions ie Tax and NI, pensions etc
3. Income – particularly looking at the Market administration
4. Budgets
5. Investments
6. Bank Reconciliations

The remaining areas of operation will be reviewed after the year-end.

I am pleased to report that there was only three minor recommendations made in the attached report (see 3.3, 4.2 and 6.3.) and these will enhance your already systems of internal control.

I repeat what I mentioned in my last report that it would be prudent governance to ensure the Council had enough reserves in its general funds to cover three month's normal expenditures and I would recommend that consideration is given to increasing the general reserve funds as appropriate.

May I express my thanks to the Town Clerk and her staff for their help and assistance during the audit, it was much appreciated.

Sincerely

Ken Goddard. Internal Auditor.