

**TAVISTOCK TOWN COUNCIL
BUDGET AND POLICY COMMITTEE
TUESDAY 14th JULY 2020**

**BRIEFING NOTE
ANNUAL INTERNAL AUDIT REPORT**

1. BACKGROUND

- 1.1 Each year, and in addition to any in-year reporting, the Internal Auditor to the Council undertakes an annual audit of the Council to, inter alia, assist the Council in coming to a view on the completion of the Annual Governance Return. To that end the Council considered the Annual Internal Audit Report at its Meeting on July, 1st (previously circulated).
- 1.2 Additionally, there is an associated year-end summary and observations (Appendix 1 refers) which fall to this Committee to consider.

2. OBSERVATIONS

- 2.1 With regard to the 'observations' section of the Audit Report discussions have taken place with the Auditor and additional comments are as follows:
 - a) D1 – rectified in consultation with Council Accountants;
 - b) E1 – this comment reflects an increase in debtors but does not analyse the causes – regular reporting takes place to Council;
 - c) G1 – There is a record of allowances properly paid, but there was a failure to publish these on the website at the appropriate time. This has been corrected.
 - d) H1 – The Council did review the Asset Register in the year in question. However, the Auditor has confirmed that it is his preference the Asset Register be reviewed at the time of the Annual Audit and not in-year;
 - e) I1 – There was a reconciliation for each bank account. However, for the General Reserve which is held separately with CCLA there was not one. This was because, as your auditor recognises for this account a reconciliation is not possible in the normal way. He has therefore asked for a

separate slip to confirm the statement against the journal entry each year.

f) I2 - As noted in the report this reflects the Covid 19 situation

g) J1 - As noted in the report this reflects the Covid 19 situation

3. CONCLUSION

3.1 That the Committee and Council consider the report, note the findings and endorse the consequential actions.

**CARL HEARN
TOWN CLERK
JULY 2020
TAVISTOCK TOWN COUNCIL**