



Carl Hearn
Town Clerk
Tavistock Town Council
Council Offices
Drake Road
Tavistock
PL19 0AU

25th January 2026

Dear Carl,

Interim Internal Audit Report

An audit was carried out by Kevin Rose on Friday 16 January 2026. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Council's website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 205 items. A total of 96 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. A balance of 109 items remain to be tested.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and Insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Petty cash (Box F)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- the Exercise of Public Rights (Box M)
- the Publication of the Annual Governance and Accountability Return (Box N)

Of the 91 applicable items tested a Positive response was obtained in respect of 89 tests. There were 2 Negative responses identified and 5 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

Positive response	89
Negative response	2
Not Applicable to your Council	5
Total tests carried out	<u>96</u>

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,

Kevin Rose ACMA
Director

Interim audit summary Tavistock Town Council

(shaded Internal Control Objectives are not applicable to your Council)



Audit 1 Date

16 January 2026

Internal Control Objective	N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	-	6	6	-	-	
Box B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	2	31	27	2	2	
Box C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	1	4	3	-	-	
Box D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	2	14	12	-	-	
Box E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	-	11	11	-	1	
Box F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	-	9	9	-	-	
Box G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	-	-	-	-	-	
Box H <i>Asset and investments registers were complete and accurate and properly maintained.</i>	-	-	-	-	-	
Box I <i>Periodic bank account reconciliations were properly carried out during the year.</i>	-	7	7	-	1	
Box J <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	-	2	2	-	-	
Box K <i>If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered"</i>	-	-	-	-	-	
Box L <i>The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.</i>	-	-	-	-	-	
Box M <i>The authority, during the previous year (2024/25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	-	5	5	-	-	
Box N <i>The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).</i>	-	7	7	-	1	
Box O <i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	-	-	-	-	-	
Totals	5	96	89	2	5	-

Tavistock Town Council
Financial Year 2025-26

Date considered by Council _____

Visit 1 Internal Audit Observations

Minute Reference _____

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Are the Standing Orders the current version of the Model Standing Orders?	No	<i>The Standing Orders in use are not the latest version of the NALC Model Standing Orders. The version is use still refers to the Public Contract Regulations which has now been replaced by the Procurement Act</i>	Council to review and update its Standing Orders.	High	<i>NALC revised SO's published 2025, action agreed</i>
2	Is the tender level in Financial Regulations and Standing Orders set at the same level?	No	<i>Standing Orders states a tender level of £25,000, Financial Regulations states £60,000</i>	The Council to review the tender level set in its Financial Regulations and Standing Orders and ensure that they are set at the same value.	Medium	<i>See above - agreed</i>

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	If the Council receives significant cash income, does the Council have a written procedure for cashing up and banking of cash receipts?	Yes	<i>The Council receives cash income from a number of sources. From of review of the process in place it was identified that cash takings from the bar operations are not currently subject to a check to ensure that the Z reading numbers are sequential (there are actually two tills in operation).</i>	The Council to ensure that Z readings on till rolls are checked and verified that they are sequential.	Medium	<i>Agreed</i>

I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Bank reconciliations, and supporting bank statements, have been signed and dated as evidence of independent review (Interim)	Yes	Supporting statements have not always been signed.	Bank reconciliations which have been subject to review should be signed and dated as evidence of this review.	Medium	Additional safeguard agreed

N The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has published the External Auditors report on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations	Yes	The External Auditor was late completing the audit and issued their report as an interim measure. Subsequently the auditor confirm completion of the audit by letter dated 28th October 2025. As at the date of the Interim Internal Audit the Council had not uploaded the External Auditors final certificate to the website.	The Council to ensure that the External Auditors final report is made available on the Councils website.	High	Completed