



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

1st June 2026

Dear Carl,

Year End Internal Audit Report

An audit was carried out by Kevin Rose on Tuesday 26 May 2026. This was the Year End audit following on from the interim audit carried out on 16 January 2026.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 210 items. A total of 114 items were tested during this audit in addition to the 96 items tested and checked during the interim audit process. All items on the checklists were tested during the year.

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)

-Trust Funds (Box P)

(Please refer to the explanation of my 'Not Covered' responses on Page 3)

Areas subject to audit were;

- 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)
- Payroll(Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- the Publication of the Annual Governance and Accountability Return (Box N)
- compliance with digital and data legislation (Box O)
- Trust Funds (Box P)

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Summary of tests undertaken during this audit

Positive response	83
Negative response	4
Not Applicable to your Council	27
Total tests carried out	114

Of the 87 applicable items tested a Positive response was obtained in respect of 83 tests. There were 4 Negative responses identified and 5 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

Summary of tests undertaken for the financial year (including interim audit work)

Positive response	172
Negative response	6
Not Applicable to your Council	32
Total tests carried out	210
Tests not carried out	Nil

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

Based on the internal audit testing carried out I am satisfied that the Council's Internal Controls were effective for the 2025/26 financial year.

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

Yours sincerely,



Kevin Rose ACMA
Director

Internal Audit 'Not Covered' Responses

Internal Control Objective	Reason for Not Covered Response
K: 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"	The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from a limited assurance review for the relevant financial year.
P: (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	The reason for the Not Covered response for Objective P as it is our understanding that the Council does not act as Trustee.

Tavistock Town Council

Internal Audit Summary for the year 2025-26

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

Audit 1 Date: 16/01/2026
 Audit 2 Date: 26/05/2026
 Year End Audit Date



Internal Control Objective	Observations	Observation Analysis				Responses				
		Non-Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
A Appropriate accounting records have been properly kept throughout the financial year.	0	0	0	0	0	0	6	0	0	0
B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	2	0	1	1	0	0	33	2	6	0
C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	0	0	0	0	0	0	12	0	2	0
D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1	0	0	1	0	0	15	1	2	0
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	2	0	1	1	0	0	20	0	2	0
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	0	0	0	0	9	0	0	0
G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	0	0	0	0	0	0	25	0	1	0
H Asset and investments registers were complete and accurate and properly maintained.	0	0	0	0	0	0	12	0	0	0
I Periodic bank account reconciliations were properly carried out during the year.	1	0	0	1	0	0	16	0	0	0
J 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.	1	0	0	1	0	0	9	1	1	0
K 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"	0	0	0	0	0	0	0	0	3	0
L 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.	0	0	0	0	0	0	1	0	7	0

2025-26 Tavistock Town Council Internal Audit

Internal Control Objective		Observations	Observation Analysis				Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A
M	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).	0	0	0	0	0	5	0	0	0
N	The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	1	0	1	0	0	7	0	1	0
O	The authority complied with laws, regulations & proper practices relating to digital and data compliance.	2	0	0	2	0	2	2	0	0
P	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	0	0	0	0	0	0	0	7	0
Total		10	0	3	2	0	172	6	32	0

Year End audit summary Tavistock Town Council

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



Year End Audit Date 26 May 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>	-	-	-	-	-	-
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>	4	10	6	-	-	-
Box C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	1	10	9	-	-	-
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>	-	4	3	1	1	-
Box E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	2	11	9	-	1	-
Box F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	-	-	-	-	-	-
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>	1	26	25	-	-	-
Box H <i>Asset and investments registers were complete and accurate and properly maintained.</i>	-	12	12	-	-	-
Box I <i>Periodic bank account reconciliations were properly carried out during the year.</i>	-	9	9	-	-	-
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>	1	9	7	1	1	-
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>	3	3	-	-	-	-
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>	7	8	1	-	-	-
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>	-	-	-	-	-	-
Box N <i>The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).</i>	1	1	-	-	-	-
Box O <i>The authority complied with laws, regulations & proper practices relating to digital and data compliance.</i>	-	4	2	2	2	-
Box P <i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	7	7	-	-	-	-
Totals	27	114	83	4	5	-

Annual Internal Audit Report 2025/26

Tavistock Town Council

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority'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 alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	Yes		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. 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.	Yes		
K. 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. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			N/A
L. 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.	Yes		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	Yes		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	Yes		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	Yes		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/06/2026 16/01/2026

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date 01/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).