

## **OSSETT INTERNAL AUDIT SERVICES**

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The Mayor,  
Stocksbridge Town Council,  
The Arc, Manchester Road,  
Stocksbridge,  
South Yorkshire,  
S36 3DT.

13<sup>th</sup> June 2020

Dear Madam,

### **To the Mayor and Members of Stocksbridge Town Council** **Internal Audit of Accounts for the Financial Year 2019/20**

#### **Annual Return**

The final internal audit of the Council records for 2019/20 has been carried out and I am pleased to confirm that I have signed section 4 of the audit return as required.

#### **Bank Accounts**

The bank account statements were checked against the cash book records, and the formal bank reconciliation of the current account balance at the year-end was agreed. The overall cleared balance on all the Council bank accounts at 31<sup>st</sup> March 2020 was £212,720.62.

#### **Vouching**

Payments and receipts schedules for March 2020 were checked for accuracy. In addition, expense invoices and income receipts for March were checked against the payments and receipts record. The result of these checks showed that the cash book entries were correctly entered and agreed with the expense invoices and income receipts.

It was noted that the relevant VAT entries had been recorded accurately and that the VAT claims were up to date.

**Risk Assessment**

The risk assessment document was reviewed and was found to comprehensively cover the risks to which the council is exposed. As previously advised, assessment of risk is a continuing requirement, and regular reviews should be carried out to ensure that any new risks are properly assessed. If amendments are necessary, these should be noted and recorded in the minutes.

**Asset register**

The asset register was reviewed and the valuations were found to be in accordance with the recommendations of the external auditor.

**General**

Other council records were reviewed and I found them to be accurate and well maintained.

I should like to thank you for assistance this year and look forward to seeing you on my next visit.

Yours sincerely

Terry Flatters.

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