

**ROYSTON TOWN COUNCIL INTERNAL  
FINAL AUDIT REPORT FOR THE  
PERIOD ENDED 31 MARCH 2024**

*Conducted 23<sup>rd</sup> May 2024*

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AUDIT REPORT FOR THE YEAR ENDED  
31 MARCH 2024**

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**Introduction**

The internal audit was carried out on 23<sup>rd</sup> May 2024.

**Summary of Work Completed**

The work completed is identified in the following table below:

AREA OF WORK	WORK COMPLETED
Bank and Cash Reconciliations	<ul style="list-style-type: none"><li>a) Bank reconciliations were reviewed and agreed each month to ensure that controls were working effectively throughout the period.</li><li>b) The reconciliation for the period to 31/03/2024 was verified to the accounting data as entered to SAGE software.</li><li>c) Cash reconciliations were reviewed to the period up to 31/03/2024.</li></ul>
VAT Returns	<ul style="list-style-type: none"><li>a) VAT returns for the year were reviewed and the debtor as at 31/03/2024 was verified to the trial balance as at that date.</li></ul>
Risk Assessments	<ul style="list-style-type: none"><li>a) The council's risk assessments were reviewed to ensure that due consideration has been given to identify the key and significant risks.</li><li>a) To ensure that sufficient safeguards and controls are in place to mitigate identified risks.</li></ul>
Fixed Asset Register	<ul style="list-style-type: none"><li>a) The fixed asset register was reviewed to ensure that assets owned by the council are correctly recorded.</li></ul>
Minutes of Meetings	<ul style="list-style-type: none"><li>a) The minutes of meetings since the last internal audit were reviewed and any relevant information was noted.</li></ul>
Review of Trial Balance	<ul style="list-style-type: none"><li>a) The trial balance was reviewed for reasonableness</li><li>b) The trial balance was confirmed to the accounts and annual return respectively to ensure financial results agree to source material.</li></ul>

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Insurance	a) A review of insurance policies was conducted to ensure that sufficient cover is in place and is reasonable.
Payroll	a) Payroll was verified to the annual return and calculations for PAYE, National Insurance and Pension contributions were checked.
Substantive Income and Expenditure Testing	a) A sample of income and expenditure was selected and verified to supporting documentation and systems.
Borrowings	a) The PWLB lending facility was agreed to the annual return and supporting loan statement.

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**Results**

The work completed is identified in the following table below:

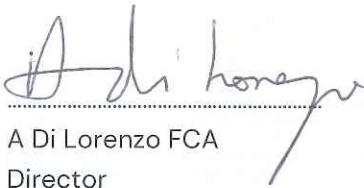
<b>AREA OF WORK</b>	<b>OBSERVATIONS/POINTS</b>
Bank and cash Reconciliations	Bank and reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at 31 March 2024.
VAT Returns	The balance as at 31/03/2024 was reconciled to the financial statements. No further observations were made.
Risk Assessments	The Council's risk assessments were confirmed to be reasonable and safeguards are considered to be appropriate and reasonably implemented.
Fixed Asset Register	The fixed asset register looks to be maintained with assets owned by the Parish Council.
Minutes of Meetings	Minutes were reviewed and no pertinent issues were identified for the period under review.
Insurance	Documentation was reviewed and is expected to be sufficient to cover the requirements of the Council.
Substantive Income and Expenditure Testing	No issues were identified with income and expenditure testing.  The sample selected for testing were reviewed and agreed to supporting documentation.
Other Observations	No additional comments.

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**Conclusion**

In our opinion the Council is keeping their books and records in order and is following internal control procedures that have been established.



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Director

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