

Thorpe St Andrew Town Council

Annual Review of the Effectiveness of Internal Audit

The Accounts and Audit Regulations 2011 -

"Internal audit

..... A relevant body must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal audit.

Scope:

The purpose of internal audit is to review whether the systems of financial and other control are effective; neither the internal nor the external auditor can be expected to look for fraud. The internal auditor does not give an opinion on the accounts, but is required to review controls and give recommendations.

The internal auditor is required to review the completeness and accuracy of the council's accounts for the year, and to carry out a sample testing from the accounts to supporting documentation. The auditor shall also review payroll and VAT for reasonableness.

The internal auditor will discuss their findings with the Town Clerk and Responsible Financial Officer and will then write a report on their findings to the Town Council. In the case of a serious problem the auditor will report directly to the Town Mayor. Recommendations from the report will be recorded in the minutes and any action taken will be noted.

Independence:

The auditor shall not have any other role or employment within the council and the council confirms that this is the case.

The auditor will report under their own name and will address their report to the council.

Competence:

The internal auditor shall be competent to carry out the work. They should have an understanding of the accounting process, an understanding of the role of internal audit in reviewing systems, an awareness of risk management issues and an understanding of the accounting requirements, legal framework and powers of local councils.

Internal controls:

The Council shall carry out an annual review of its system of internal control and of its financial risk management.

The review of internal audit shall be approved by the full council and by the Responsible Financial Officer.

Signed.....

Signed

Dated.....

Dated

Town Mayor

Responsible Financial Officer