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Mrs Jane Biscombe
Town Clerk
Yateley Town Council
Council Offices
Reading Road
Yateley
Hants RG46 7RP

16th May 2017

Dear Jane

Internal audit for the year ended 31st March 2017 – final report

Further to my visit on 12th May and my review of Alan Harland's accounts' file, I am pleased to report that I have now completed my internal audit review.

Financial Regulations

Following my visit earlier in the year, the Financial Regulations were reviewed and amended by the Finance & General Purposes Committee. The Financial Regulations will now need to be adopted formally by Full Council.

Lengthsman Scheme

Yateley Town Council are coordinating the use of the lengthsman scheme in the local area and are holding scheme funding on behalf of other local councils. A spreadsheet has been set up to track the use of these funds but more detail should be added including the date work was invoiced and confirmation of who authorised the work and payment on behalf the other councils. This spreadsheet should be reconciled against the balance held in the Omega software on a regular basis.

Signing of the audit report

In the past the external auditors have commented that "sufficient internal audit work needs to be completed and reported before the Members approve the Annual Governance Statement". This letter should therefore enable the Council to approve the Annual Return in the knowledge that the internal audit for the year is complete. As in previous years, I will wait until the Members have approved the Return, and assuming that the figures on the Return are as agreed during my visit and the Governance Statement is approved, I will then sign my section of the Return, giving an unqualified report.

Yours sincerely



Claire Connell