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Mrs Jane Biscombe
Town Clerk
Yateley Town Council
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29th May 2018

Dear Jane

Internal audit for the year ended 31st March 2018 – final report

Further to my visit on 8th May and my review of Alan Harland's accounts' file, I am pleased to report that I have now completed my internal audit review.

The only matter outstanding from the interim report is the implementation of reviews of the bank reconciliations by the Chair of the Finance Committee on a bi-monthly basis. The reconciliations are currently reviewed by the external accountant but it would be good practice for a councillor to also review them.

Signing of the audit report

The external auditors have stated that my internal audit report gives important evidence for the Council to consider when completing assertions 2 and 6 on the on the governance statement. My two audit reports this year should therefore enable the Council to approve the Annual Return in the knowledge that the internal audit for the year is complete. 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 responses to the assertions in the assurance statement are affirmative, I will then sign my section of the Return and my internal audit will be unqualified.

Yours sincerely



Claire Connell