

Internal Audit Report

(to be read in conjunction with Section 4 of the Annual Return)

Name of council:	Rothwell Town Council		
Name of Internal Auditor:	John Marshall	Date of report:	04.02.18
Year ending:	31 March 2018	Date audit carried out:	01.02.18

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. It is important to note that managing the council's internal controls is a day-to-day function of the council, through its staff and councillors and it would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below. **The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.***

To the Chairman of the Council:

I met with Carolyn Mackay, Clerk together with Philippa Page, the incoming Clerk on 01 February to carry out an in-year audit of the Council. I would take this opportunity to wish Carolyn well in her retirement and to thank her for her time and assistance with my audit work with the Council over the years.

Last year, BDO as External Auditor raised one audit issue, concerning a small discrepancy in the accounting documentation submitted as part of the 2016/17 Annual Return. The precise nature of the discrepancy, beyond the fact that it relates to petty cash was unclear but it is essential that the issue is properly identified and rectified before submission of the current year's Annual Return. This is primarily because a failure to correct the discrepancy now will result in it rolling forward, year on year but also because the Council needs to assert in section 1.7 of the Annual Return that it has taken appropriate action in all matters raised by internal and external audit.

I did also note that the information currently displayed on the Council's website still falls short of that required by the Transparency Code but I understand that there are imminent plans to introduce a new website, where all relevant Council documents and information will be displayed.

I have arranged to revisit on 16 May to carry out the year-end audit but in the meantime, please ensure that my visit and receipt of this Report is noted by the Council, together with the actions to be taken since this, too forms part of the new annual reporting regime, details of which have been forwarded to the Clerk.

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 Internal Auditor to the Council
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