

Lyn Llewellyn Internal Audit Service

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24th May 2020

The Chairperson
Tawe Uchaf Community Council
c/o 8 Maes y Gorof
Ystradgynlais
Swansea
SA9 1DA

Dear Council Chairperson

Internal Audit Report for the year ended 31st March 2020

I am pleased to confirm that all the prescribed tests in relation to your Council's internal control systems have been satisfactorily completed and as a result there are no matters I need to bring to the attention of your Council on this occasion. My conclusions are reflected in the internal auditor's report in the 2019/20 Annual Return. These are based on the results of the testing of key controls undertaken by me - see schedule attached.

I would like to take this opportunity to thank your Clerk, Mr Elwyn Gwilym, for his help and co-operation with the completion of the audit.

I attach my invoice for your kind attention in due course.

Yours sincerely


Lyn Llewellyn
Internal Auditor

Name of Council: Tawe Uchaf Community Council

Financial Year: 2019/20

Internal Control / Testing carried out by Internal Audit confirmed the following:

Proper bookkeeping

Cashbook maintained and up to date
Cashbook arithmetic correct
Cashbook regularly balanced

Standing Orders and financial regulations adopted and applied

Council formally adopted standing orders and financial regulations
The Clerk has been appointed Responsible Financial Officer
Items or services above the de minimus amount have been competitively purchased

Payments Controls

Payments in the cashbook are supported by invoices, authorised and minuted
VAT on payments have been identified, recorded and reclaimed
S137 expenditure separately recorded and within statutory limits

Risk Management Arrangements

Review of the minutes does not identify any unusual financial activity
Minutes record the council carrying out an annual risk assessment
Insurance cover appropriate and adequate

Budgetary Controls

Council has prepared an annual budget in support of its precept
Actual expenditure against the budget regularly reported to the council
There are no significant unexplained variances from budget

Income Controls

Income is properly recorded and promptly banked
The precept recorded agrees to the Council Tax authority's notification
Security controls over cash and near-cash is adequate and effective

Payments Controls

The council has approved and circulated to members its arrangements for making payments
Payments made comply in all respects with the arrangements approved by the council

Petty Cash Procedures

There is no petty cash system in operation
The Clerk is reimbursed for any sundry expenditure items as and when required

Payroll Controls

The Clerk has a contract of employment with clear terms and conditions
Salary paid agree with those approved by the council
Other payments to the Clerk are reasonable and approved by the council
PAYE/NIC has been properly operated by the council as an employer

Assets Controls

The council maintains a register of all material assets owned or in its care
The assets register is up to date

Bank Reconciliation

Bank reconciliation prepared for each account
Bank reconciliation carried out regularly and in a timely fashion
There are no unexplained balancing entries in any reconciliation

Year-end procedures

Year end accounts prepared on the correct accounting basis - Receipts and Payments
Accounts agree with cashbook
There is an audit trail from underlying financial records to the accounts

Signed



Mr V L Llewellyn
Internal Auditor
Date *24/05/2020*