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5 June, 2024

**The Town Clerk**

**New Alresford Town Council**

**Alresford Recreation Centre,**

**The Avenue,**

**New Alresford**

**Hants**

**SO24 9EP**

Dear Richard

**Final Internal Audit Review:**

**New Alresford Town Council – covering December 2023 to March 2024 and Year End procedures**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2023-24 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Smaller Authorities – A Practitioners' Guide (England)' 2023
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2023/2024 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 from the Council's website.

A final visit was carried out to complete and finalise the End of Year Internal Audit 2023/2024 on Thursday 23 May 2024.

The Town Clerk and Deputy Town Clerk have also provided back-up information for the period December 2023 to March 2024 and End of Year details to support the current governance and financial management position of the Council.

As we have carried out an Interim Internal Audit review in 2023/2024, we are also using the information already recorded from these to support the completion of the internal control objectives on the (AGAR) Annual Internal Audit Report.

Where this is necessary, we will complete the AGAR Internal Audit Report on evidence already seen from the previous review. This is acceptable practice for the External Auditor.

As part of this final Internal Audit Review, we checked:

**Bank Reconciliations including Petty Cash and PWLB Loan**

- the Bank Reconciliation at 31 March 2024 was re-performed and no errors were noted.

**Income and Expenditure**

- all income and expenditure items as at 31 March 2024 were confirmed and details are accurate to the records held by Council.

**VAT Reimbursement**

- the Deputy Town Clerk has submitted a VAT claim to HMRC for the period January 2024 – March 2024 in the sum of £4906.80. The Deputy Town Clerk confirmed that a VAT reimbursement claim repayment was received on 13 May 2024.

**Risk Assessment 2023/2024**

- the risks of the Town Council were reviewed and approved on 24 March 2024 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2023) is met.

**Town Council Minutes**

- Minutes of the Council were checked for approvals and decisions made and approval of payments was checked for December 2023 to March 2024.

**Asset Register**

- The Asset Register at 31 March 2024 was reviewed and additions for 2023/24 were agreed.

### **End of Year Procedures 2023/2024**

A full check was carried out on the End of Year documentation provided by the Town Clerk and Deputy Town Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2022/23 and 2023/2024 shown on Section 2 of the AGAR as required by the External Auditor.

The 2023/2024 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations 2015.

This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.

***(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).***

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

We are pleased to report that the various records and procedures in place for the Council provide an appropriate standard of control.

This report should be noted and taken to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,  
Tim Light FMAAT  
Internal Auditor.