KG ENTERPRISES

9 Earlesfield Lane
Grantham
Lincs NG31 7NT

Tel: 01476 570297
e-mail: kp.goddard@ntlworld.com

Mrs Karen Wakefield
Town Clerk
Ollerton & Boughton Town Council
Town Hall
Sherwood Drive
New Ollerton
NG22 9PP

Dear Councillors

Internal Audit Report for the Financial Year 2020-2021

As commissioned by Ollerton & Boughton Town Council I have carried out an internal audit review of the Council's control procedures relating to their books of accounts and record keeping for the financial year ended March 2021.

The purpose for the audit was two-fold – 1) to enable me to complete and sign-off the Annual Internal Audit Report as part of the Annual Report and 2) to allow me to re-assure Members that systems of internal control are in place and are being followed effectively.

These are the various areas of operation that I reviewed during the audit:

1. Payroll - Processing
2. Payroll – Deductions
3. Purchases
4. Income
5. VAT Returns
6. Bank Reconciliations
7. Risk Management
8. Budgets
9. Asset Management
10. Main Accounting System (OMEGA)
11. Petty Cash

The detailed findings are attached to this executive summary. I have made 2 minor recommendations that will help enhance the systems of internal control that little bit further - see ref 1.4 and 10.2 in the detailed findings.

As a result of the audit I can confirm that proper books of account have been maintained throughout the financial year and this was verified by an examination of a sample of transactions, payments and receipts. All were supported by authorised invoices and all payments were approved in advance by Members of the Council. Income received was checked back to the bank statements. Valued Added Tax was properly accounted for and was applied for and repaid to the Council.

I checked all the figures set out on Section 2 – Accounting Statements for years ending 31 March 2020 and 31 March 2021. All were reconciled back to the relevant account statements with no exceptions.

My main focus was on the Annual Internal Audit Report 2018-19. All areas featured on the list were reviewed and proved satisfactory in all cases. I duly signed off that page for the attention of the Members.

I am satisfied, after my review and the limited testing carried out, that the Council has adequate systems of controls over its activities and that they are being followed effectively.

In conclusion, my overall opinion is that the systems of internal control operating in the areas reviewed relating to this financial year 2020-2021 are **satisfactory** and present no cause for concern to the Council.

I would like to place on record my high regard for both the Town Clerk and her Deputy and express my thanks to both of them for their considerable assistance during the audit particularly in this period of social distancing.

Yours sincerely

Ken Goddard
Internal Auditor
Tuesday, 20 April 2021