

Bridport Town Council

Independent Internal Audit Service



Bridport
Town Council

Proposed Scope of Works

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation.
- a test check on petty cash vouchers and approval
- a review of staffing and payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year.
- a review of the Council's compliance with the Transparency Code and ICO Publication Scheme
- a review of the year end information to be submitted to the external auditor.

Site visits by arrangement with the Town Clerk/RFO.

Matters arising and recommendations will be discussed with the Town Clerk /Responsible Finance Officer and a written report will be issued each internal audit visit.

March 2025