

**Peter Basnett
Audit Services**

AGENDA 9d, Enc vi)

12 November 2019

Sarah Eden
Town Clerk
Prudhoe Town Council
Second Floor Unit. R2.06
The Spetchells Centre
Prudhoe
58 Front Street
Northumberland
NE42 5AA

Dear Sarah,

Prudhoe Town Council – Interim Internal Audit – 2019/2020 financial year

I have completed the interim internal audit of the financial transactions to date.

The audit included an inspection of the prime records supporting the audit trail. These included a scan of the minutes and a cross check and verification of income and expenditure from invoices/paying-in vouchers to cash book to bank statements and the examination of paying-in counterfoils, cheque stubs and bank reconciliation statements.

The audit also included the verification of transfers between the Town Council's bank accounts.

A number of minor queries raised have been answered to my complete satisfaction and where considered necessary agreed amendments will be made

There are no matters arising from the interim internal audit to draw to the attention of the members of the Town Council.

The year-end audit will include an examination of the payroll system including a verification of salary scale points and implementation dates to resolutions made by the Town Council.

I thank you for your patience in answering the queries arising from the audit.

Please let me know in due course when you will be ready for the year-end audit.

Peter Basnett
Internal Auditor
(signed letter in file)