

KG ENTERPRISES

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Southwell Town Council
c/o Town Clerk
The Old Courthouse,
Burgage, Southwell
NG25 0EP

To: Members of Southwell Town Council.

As instructed by the Town Clerk, I have carried out the first of 2 stages of internal audit reviews of the Council's systems of internal control. There were two objectives behind the review:

1. To enable me later this year to sign off the year-end Annual Internal Audit Report 2024-2025;
2. To assure Members that there are adequate systems of internal control in place and are being complied with.

During this first stage review, I covered the financial areas of the Council's responsibilities:

1. Payroll – processing
2. Payroll – Deductions ie Tax and NI, pensions, and Starters and Leavers
3. Purchase Ledger
4. VAT
5. Investments
6. Bank Reconciliations

The remaining areas of operation will be reviewed after the year-end.

I am pleased to report that there were no exceptions. Based on the samples selected for compliance testing I am of the opinion that adequate systems of internal control are in place and are being followed.

May I express my thanks to the Town Clerk and her staff for their help and assistance during the audit, it was much appreciated.

Sincerely

Ken Goddard. Internal Auditor.