

13<sup>th</sup> February 2020

To: The Mayor and all elected Members, Sleaford Town Council

**Internal Audit Report: Intermediate Audit 2019 - 2020**

I visited the offices of Sleaford Town Council today to carry out a intermediate mid-year audit, covering the financial period 1<sup>st</sup> September 2019 to 31<sup>st</sup> January 2020.

**Items included in the scope of this intermediate audit:**

- Authorisation of Expenditure
- Asset Register
- Bank Statements
- Budget: Expenditure / Monitoring
- Cashbook Entries
- Cheque Book & Entries
- Income
- Insurance
- Invoices
- Kalamazoo Receipting system
- Market Receipts / Spreadsheets
- Minutes
- Paying in book
- Petty Cash
- Reconciliation
- Risk Management Documentation
- Standing Orders
- VAT (income / returns)

**Items excluded from the scope of this intermediate audit:**

- Financial Regulations – No national updates and reviewed in previous audit

**Statement of Intermediate Audit**

I am satisfied that the accounts and bank balances for this period are financially correct and that adequate and robust measures are in place, ensuring proper book keeping and financial reporting to the Council.

The Admin Assistant (Finance – Lisa Savage) should be congratulated for keeping accurate, comprehensive and robust financial records on behalf of Sleaford Town Council. I thank all members of staff who welcomed me and were polite and courteous during this visit.

I have no reservations on issuing this interim statement of satisfaction in respect of the financial accounts and procedures for the financial period ending 31<sup>st</sup> February 2020.

Steve Fletcher

Mr S Fletcher  
IMO; Dip Ed (MA); CiLCA; MILCM; PSLCC; CertHE: CG-LCM.