	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	X				Year end reconciliation seen. Not all month end balances reconciled.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	X				Quarterly financial report to 3th June seen. Also end of year statement agreeing Cash Book calculations is included in the year end Bank Account reconciliation
11. Trust funds (including charitable trusts). The Council/Board/ Com mittee has met its responsibilities as a trustee.			X		Insert text

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. PAYE and NI requirements		X			Council Members should seek guidance on records to be maintained and returns for self employed staff
13. Insert risk area					Insert text
14. Insert risk area					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

~~[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated ____________________.] * Delete if no report prepared.~~

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2017-18 and 2018-19. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Brian R G Shepherd

Internal Auditor address: 19A Seymour Avenue, Parc Seymour, Penhow. Caldicot, NP26 3AG

Signature of person who carried out the internal audit: **Date 26th June 2019.**

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