

### **Opening Statements**

The books of account and subsequent schedules are maintained to a high standard and provided a clear audit trail.

The audit concentrated on the adequacy of internal controls as outlined in the Financial Regulations, but did not exclude conducting detailed checks of the books of account and this included the following:

1. Annual Precept
2. Bank Reconciliations
3. Expenditure documentation (invoices) with a 100% check being undertaken
4. Income analysis and supporting documentation
5. Budget documentation
6. Fixed Asset Schedules

### **Causes for Concern**

None.

### **Points to Note**

The following points should be noted for future years to ensure full compliance with the Financial Regulations:

1. Banking arrangements should be reviewed on a regular basis and a minute to that effect included in the council minutes (Financial Regulations 5.1).

### **Good Practices**

See list on page 2 of this report.

### **Summary**

The accounts are maintained to a high standard and provide an excellent audit trail through to the final accounts and associated schedules including:

1. Income and Expenditure Account
2. Cash Flow Budget
3. Monitor of actual performance to budgeted precept
4. Asset Register

