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To: The Chairman of Asby Parish Council
for the attention of Asby Parish Council at its meeting on 26 May 2016

Internal Audit Plan 2016-17

As is my usual practice, I am submitting a plan for my internal audit work for the year just started for consideration by, and, if thought fit, approval by the Council.

As last year, I propose to continue my internal audit work for the Parish Council during the current financial year building on what has, in my view, continued to be a satisfactory basis. My work will therefore consist, as previously, of three main elements, two of which involve formal meetings with the Clerk:-

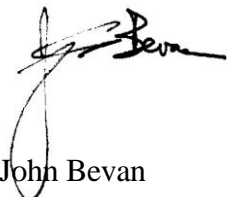
1: A meeting with the Clerk in mid-Autumn, the principal components of which will be (a) a series of financial checks – on the accounts & statements of accounts, on the relevant bank balance(s), and of a sample series (chosen at random and without prior notice) of detailed checks on transaction paperwork; (b) the discussion in detail of one or more aspects of the Council's formal governance documents & procedures, chosen with regard to what appear to me at the time to be particularly relevant issues; and (c) discussions about any other matters regarding the Council's work which – in this context – the Clerk feels that he should bring to my attention, or that have been raised by the Council itself.

2: A meeting with the Clerk at or about the end of the financial year, the principal components of which will be (a) a series of financial checks – on the accounts & statements of accounts, on the relevant bank balance(s), and of a sample series (chosen at random and without prior notice) of detailed checks on transaction paperwork; (b) the discussion of material prepared for, and the draft of, the Council's formal annual Audit return, looking both at the financial information to be provided and at the statements required to be made by the Council, and by myself, in respect of the Council's procedures and governance; and (c) discussion of such other matters as seem at that time to the Council, to the Clerk, or to me, to require consideration.

Following each of these meetings, as in previous years, I shall report in writing to the Council.

3: Making myself available to the Chairman, the Clerk, and the Councillors, throughout the year, as & when it seems to any one of them to be desirable or necessary, both to look at specific matters affecting the Council's finances and/or governance {e.g. the publication of Council information & documents in the way(s) that are now required}; and to deal with general queries relating in particular to aspects of governance.

In any particular instance, this work may or may not lead to my placing a formal report before the Council, although I will always do so if so requested.



John Bevan