

**INTERNAL AUDIT VISIT
HAISLHAM TOWN COUNCIL
19th. JANUARY 2011**

Introduction

1. A visit was made to Hailsham Town Council on 19TH. January 2011 to coincide with the financial quarterly return.

Bank Reconciliation

2. The bank reconciliation return for the period ending 31st. December 2010 was checked along with the supporting papers. The original bank statements for all the bank accounts and the investment holdings were checked against the figures. All the figures were correct.

3. A sample of entries regarding outstanding cheques were also examined viz.

Cheque	Payee	£
5584	Mr Mead	16.25
5585	Mrs Mead	16.25
5594	A Willard	30.00
5610	Westbourne Hygiene	22.27

All these entries and the supporting documents were in order.

AUDIT

4. A number of other records of payments were examined and were found to be in order:

Cheque	Payee	£
5560	Nisbets	232.63
5557	Uniserve	803.71
5553	EON	1212.35
5547	Michelham Priory Catering	1902.00

Discussion Points

5. **Cemetery and VAT.** Some charges for cemetery are exempt of VAT and it was confirmed that those services where it applies, are charged correctly.

6. Councillors have recently carried out a **review of the effectiveness of Internal Controls** and were satisfied with the arrangements.

7. **Urban Grass Cutting Contract.** The Council has recently gone out to tender for the urban grass cutting and the supporting records were produced which detailed the process and has resulted in a reduction in costs

8. **Members Allowances.** It was confirmed that the rate of allowances recommended by Wealden District Council was adopted by Hailsham T C and that appropriate deductions are made for income tax.

9. **Insurance Cover.** Insurance cover is up to date and the record of the history is as recommended.

10. **Web Site.** The web site continues to be developed and carries more detail. It is perhaps the most important interface between the Council and the public. It is easy to read and to find information.

11. **Accounting.** The RFO continues to trial the RBS Omega accounting system against the existing in house system in accordance with the recent decision of the staff sub committee.

Conclusion.

12. All the checks of the various systems carried out during this visit confirmed that the processes are being followed appropriately. As usual the staff were very helpful in discussion and in providing information. Thank you.

John Roberts
Internal Auditor.
20th. January 2011