

**TELFORD & WREKIN COUNCIL  
DRAFT AUDIT REPORT  
MADELEY TOWN COUNCIL  
2016/17**

<b>To</b>	Kathy Petty Malcolm Morris	Clerk to the Council Deputy Town Clerk/Finance Officer
<b>Copies To</b>		

<b>Auditors</b>	Kathy Ewence BA (Hons)	Principal School Fund Auditor
<b>Reviewed By</b>	Tracey Drummond (CIIA)	Principal Auditor

**Audit Commenced** 14 March 2017

**Draft Report Issued** 14 June 2017

**Draft Report Agreed**

**Final Draft Report Issued**

**Final Agreed Report Issued**

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## 1. Introduction and Scope

- 1.1 An audit commenced on the 14 March 2016 in accordance with the Governance & Accountability for Local Council Guidance and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met. This internal audit has been undertaken to meet the Town Council's statutory requirements
- 1.2 The scope of the audit was agreed by Kath Petty & Malcolm Morris. (Scope attached as Appendix A). Areas reviewed during this audit included:
- The Council's Financial Regulations & Standing Orders
  - The Council's risk management arrangements
  - Budgetary controls and reconciliations
  - Income
  - Petty Cash
  - Purchase Orders/Expenditure
  - Personnel
  - Asset Register
  - Accounting records maintained throughout the year in order to prepare the year end accounts
  - The end of year statement of accounts can be traced back to supporting documentation.
- 1.3 On the basis of our review, in our opinion the information contained in the annual return is in accordance with proper practice and no matters have come to our attention giving cause for significant concern that relevant legislation and regulatory requirements have not been met.
- 1.4 We have reported below other matters, not affecting our opinion, which we draw to the attention of the Council
- 1.5 We would like to thank the following for their help during the audit:  
Kathy Petty - Clerk to the Council  
Malcolm Morris – Deputy Clerk and Finance Officer  
Julie Jones – Property and Events Co-ordinator





### 3. Minor Areas Of Improvement

The following minor items, that did not require recording in the recommendations, were considered at the draft discussion meeting on 13<sup>th</sup> June 2017 with Kath Petty and Malcolm Morris.

Expected Control	Discussed Action
3.1 Quotations are obtained for purchases over £1500 and under £25,000	In instances where three quotations are not obtained, for example if urgent action is required, a contract is extended or a purchase is of a specialist nature, details of the decision and subsequent action should be recorded in the meeting minutes of the appropriate committee.