

Prepared by: Janet Bailey (Town Clerk/RFO)

Date: 10th March 2021

Approved by Council: 16th March 2021

1) Independent Internal Audit Arrangements:

- 1.1. Arlesey Town Council acknowledges its duty to *'undertake an effective internal audit to evaluate the effectiveness of the system of internal control require by regulation 3'* as directed within Regulation 5 of The Accounts & Audit Regulations (England) Regulation 2015 (as amended).
- 1.2. The scope of Internal Audit work and Internal Auditor 'Terms of Reference' to be approved by the Council on 16th February 2021.
- 1.4. The Town Council has appointed the following organisation, who it considers to be both independent and competent, to act as the Council's Internal Auditor for the year ended 31st March 2021.
 - **Appointed Internal Auditor:** IAC Audit and Consultancy Ltd – Director Mr Kevin Rose ACMA
- 1.6. An interim internal audit was undertaken by IAC on 21st October 2020. A report of findings from this review was presented to the Council at a meeting held on 17th November 2020 and actions noted and agreed where necessary.
- 1.7. IAC's Letter of Engagement was acknowledged by Town Council at its meeting held on 16th March 2021.
- 1.8. The year-end Internal Audit will take place on 12th May 2021, and a report will be considered by Council at a meeting to be held on 15th June 2021.

2) External Audit Arrangements:

- 2.1. The Council acknowledges its duty to prepare accounts annually, and submit them to external audit as stated within the Audit Commission Act 1998.
- 2.2. Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) has appointed Mazars LLP as the Council's external auditor for a period of 5 financial years from 1st April 2017.
- 2.3. The Council acknowledges its duty to approve the Annual Return as stated within Regulation 12 of the Accounts & Audit Regulations 2015.

2.4. The following timetable of dates have been set out by the Town Clerk/RFO:

Action Required	Delegation	Relevant Date/s
1) Town Council receipt and approval of Internal Audit Report from IAC	Town Council	15 th June 2021
2) Town Council approval of Annual Governance & Accountability Return Year Ended 31/03/2021: - Section 1: Accounting Statements - Section 2: Governance Statement	Town Council	15 th June 2021
3) Completion of Intermediate Review Questionnaire & Appendix 1 (as a result of Council income/expenditure being over £200k)	Clerk/RFO	16 th June 2021
4) Display of 'Notice of Electors Rights'	Clerk/RFO	16 th June 2021- for period of 30 working days (not to include bank holidays, starting day after publication, period must include first 10 working days of July)
5) Upload of Annual Governance & Accountability Return/Accounting Statements to ATC Website	Clerk/RFO	16 th June 2021
6) Accounting Statements and records to be made available for public to inspect	Clerk/RFO	From Thursday 17 th June 2021, and ending on Wednesday 28 th July 2021.
7) Annual Governance & Accountability Return, Bank Reconciliation, Statement of Significant Variances and Intermediate Review Responses to be sent to Mazars LLP for arrival before Audit Date: 5 th July 2021	Clerk/RFO	Friday 25 th June 2021.
8) Mazars questions (if any) to be answered	Clerk/RFO	As soon as possible upon receipt.

3) Conclusion of Audit for Year Ended 31st March 2021.

- 3.1. Arlesey Town Council will anticipate the completion of the external audit no later than 30th September 2021.
- 3.2. As soon as practicably possible, the Town Clerk will also arrange for the display of a **Notice of Completion of Audit**, as prescribed with Regulation 16 of The Accounts and Audit Regulations 2015.
- 3.3. The **External Auditor's Certificate and Opinion** (Section 3 of Annual Governance & Accountability Return) and any associated report will be presented to the next meeting of the Council, in accordance with Regulation 20 of the Accounts and Audit Regulations 2015, and thereafter will be published on the Council's website.