

Prepared by: Janet Bailey (Town Clerk/RFO)

Date: 14th March 2024

Approved by Council: 20th March 2024

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' was approved by the Council on 20th February 2024.
- 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 2024.
 - **Appointed Internal Auditor:** IAC Audit and Consultancy Ltd – Director Mr Kevin Rose ACMA
- 1.6. An interim internal audit was undertaken by IAC on 30th November 2023. A report of findings from this review was presented to the Council at a meeting held on 12th December 2023 and actions noted and agreed where necessary.
- 1.7. IAC's Letter of Engagement was acknowledged by Town Council at its meeting held on 12th December 2023.
- 1.8. The year-end Internal Audit will take place on 8th May 2024, and a report will be considered by Council at a meeting to be held on 18th June 2024.

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 2023.
- 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	18 th June 2024
2) Town Council approval of Annual Governance & Accountability Return Year Ended 31/03/2024: - Section 1: Accounting Statements - Section 2: Governance Statement	Town Council	18 th June 2024
3) Completion of Intermediate Review Questionnaire & Appendix 1 (as a result of Council income/expenditure being over £200k)	Clerk/RFO	19 th June 2024
4) Display of 'Notice of Electors Rights'	Clerk/RFO	19 th June 2024- 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	19 th June 2024
6) Accounting Statements and records to be made available for public to inspect	Clerk/RFO	From Thursday 20 th June 2024 and ending on Wednesday 31 st July 2024.
7) Annual Governance & Accountability Return, Bank Reconciliation, Statement of Significant Variances and Intermediate Review Responses to be <u>sent</u> to Mazars LLP for arrival before Audit Date: 1 st July 2024	Clerk/RFO	Friday 21 st June 2024.
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 2024.

- 3.1. Arlesey Town Council will anticipate the completion of the external audit no later than 30th September 2024.
- 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.

--End of report--