

INTERNAL AUDIT REQUIREMENTS (items to send for consideration):

- Annual Return (completed in pencil)
- Last year's Annual Return
- Receipts & Payments Account (cashbook)
- Income & Expenditure Account & conversion sheet
- Balance Sheet
- Supporting notes
- Variance explanation
- Bank reconciliation
- Bank statements
- Cheque books
- Paying in book
- Receipt books
- Invoices
- Insurance policy
- Asset register
- VAT returns (itemized in cashbook)
- Town Council Financial Regulations
- Minute book
- Salary scales
- PAYE records
- Risk assessment
- Budget options working papers
- Financial reports/ policies
- Allotment sites- scale of fees and charges
- Grants application, evaluation and policy