

YORKSHIRE INTERNAL AUDIT SERVICES  
JASPER COTTAGE SESSAY THIRSK  
NORTH YORKSHIRE YO7 3BE  
TEL.01845 501660

Mrs G Ashton, MA, CILCA  
RFO to  
Sherburn in Elmet Town Council,  
Eversley Park Centre,  
Low Street,  
Sherburn in Elmet LS25 6BA

27<sup>th</sup> May 2023

Dear Mrs Ashton,

To the Chairman and Members of Sherburn in Elmet Town Council, Internal Audit of Accounts for the Financial Year ending 31<sup>st</sup> March 2023, Final Audit.

I am pleased to inform you that my final audit of accounts for the Town Council is complete. Matters arising and discussed with the Chairman and Clerk are detailed below.

- (1) Cash Book/ Bank Account Reconciliation Statement - I checked the statement and can confirm that the Town Councils' bank balance as at the 31<sup>st</sup> March 2023 was £432,805.
- (2) Annual Governance and Accountability Return [AGAR] 2022/2023 - I examined the accounting and internal control sections of the return which are now ready for submission to the External Auditor.
- (3) Issue Discussed - SCRIBE ACCOUNTING SYSTEM - The issues discussed with the Chairman are to be resolved with the system provider.
- (4) Fidelity Guarantee – The RFO confirmed that the current fidelity guarantee insurance figure stands at £500,000. It is suggested that the Council make enquiries asap to increase this figure to £1m to ensure that the total bank balance amount is safely covered throughout the financial year.

*Clerk/RFO*

Mrs Georgina Ashton is now fully qualified having passed the CILCA examinations and has produced an excellent set of accounting records for the year of audit.

*Internal Controls*

I confirm I have carried out appropriate tests and checks on the accounts and systems of internal control, selected from our YIAS Internal Audit Plan and found them to be satisfactory.

Yours sincerely,

K C Stephenson

PARTNERS :- K C Stephenson    Tel:- 0113 2585610  
R F Entwistle                    Tel:- 01845 501660  
Email – [yias2002@gmail.com](mailto:yias2002@gmail.com)