



URL: <http://www.canalbs.co.uk/>
Email: admin@canalbs.co.uk

canalbs
ltd

35 Westfield Road
Manea, Nr. March
Cambs. PE15 0LS
Tel 01354-680319

Independent Internal Audit Service for Parish and Town Councils

28th January 2021

The Chairman
C/o Melbourn Parish Council
The Hub
30 High Street
Melbourn Cambs SG8 6DZ

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Mid Year 2020/2021

In the time allotted it is not possible for me to inspect all Council documents available on your Council web site, but a spot check has confirmed the following issues. I have clarified most of them with the Clerk by a zoom meeting, but of course I have not been able to inspect any original council documents. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

Early indications are that we will still be working under some form of lock-down regulations in May and we have to hope that the External Auditors will issue formal guidance on how the year end independent audit and the signing of the AGAR papers is to be carried out. In the absence of this I am preparing to undertake the following format:

- Each Council will complete the year end papers and approve them at a meeting on zoom, together with the AGAR forms shortly after year end.
- Arrangements will be in place for the Chairman and RFO/Clerk to physically sign them.
- Once signed, these together with accompanying reports. will be sent to me together with a stamped addressed envelope.
- Upon receipt I will then contact the Clerk and arrange a date to undertake an audit of documents available on line or that have been emailed or posted to me. We will then have a pre-arranged zoom meeting to discuss any issues I may have.
- I will then complete my report and sign my section of the AGAR form.
- I will post back the AGAR etc and email my report direct to the Clerk.

I am already hearing indications that there is not likely to be any extension to the date of submission to the external auditors of these papers so I would advise that the Parish Council should consider making arrangements on how the AGAR and accompanying papers will be approved and signed by all parties.

Yours faithfully
Jacquie Wilson (Mrs)
Director