



**IAIN A SELKIRK FCA**  
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**Mr Paul Russell**  
Clerk to Leominster Town Council  
Council Offices  
11 Corn Square  
Leominster  
Herefordshire  
HR6 8YP

16 November 2017

Dear Paul

Interim Audit

I am pleased to enclose my report on the interim audit just completed together with the listing of the salient areas that were covered in my examination. In general terms the outcome has been satisfactory and your staff are extremely efficient.

Thank you for your hospitality and I look forward to the final part of the exercise

Yours sincerely



Iain Selkirk FCA

## LEOMINSTER TOWN COUNCIL REPORT- November 2017

MARKET RENTALS	Market rentals checked in depth for June last year and found correct That was last year and no work done this year as satisfied with last years findings.
SALARIES	Salaries maintained by outside agenc and appeared in order.
STANDING ORDERS AND FINANCIAL REGS	Updated May 2017
INSURANCES	Fidelity Guarantee is £500,000. Adequate Insurance inspected and compared to asset register Fixed Assets Register is being brought up to date. Exhaustive identifiation exercise undertaken but valuation not yet completed. Insurance cover would appear to be adequate.
PRECEPT CLAIMED	Correctly claimed as reported in previuos minutes
PAYMENT AUTHORISATION	At monthly meetings and by cheque counterfoils initalled by signatories to verify the identity of the payee
BANK RECONCILIATIONS	Bank reconciliations tested and found correct (done weekly) One outdated cheque to be written back
BUDGET	Prepared by reference to previous years actual expenditure and income correctly entered into the computer. Used to calculate the Precept
PETTY CASH	Petty cash reviewed - mixed systems. Cash from takings is allocated to petty cash and used from there. Procedure is not generally advocated but tightly controlled through the medium of a spreadsheet.
VAT	Balance to HMRC is correct on the computer and agrees to returns
TRIAL BALANCE	Trial Balance was perused for unusual items only one anomaly found relating to lengthsman payments. This was down to wrong allocation to nominal coding and is being corrected.
COMPUTER SYSTEM	Citrix a Standard system with no inbuilt problems. As with most systems the treatment of budget comparisons leaves something to be desired as your only comparison is against the full annual budget figures.
INTERNAL INTERNAL AUDITOR	I was pleased to meet Chris Burke who has been unofficially perfoming duties that can be construed to be contributing towards the necessary internal controls. This should become a regular procedure, but not necessarily by Mr Burke and can be done by any member of the council someone outside the Council or even outside the council.

  
T A SELKIRK  
16.11.17