

15/12/15

**Peter Basnett  
Audit Services  
3 Raby Close  
Bedlington  
NE22 6NL  
pbbasnett@googlemail.com  
☎ 01670 820035**

14 December 2015

Ms E Brown  
Amble Town Council  
Fourways 2  
6 Dilston Terrace  
Amble  
Northumberland  
NE65 0DT

Dear Elaine,

**Amble Town Council – Interim internal Audit 2015/2016 financial year.**

I have completed the interim audit for the 2015/2016 financial year.

The audit comprised a 100% check of income and expenditure including checking payroll figures. The queries arising from the audit have been answered to my satisfaction and I attach a copy of my notes.

The audit included a scan of the council minutes and a check to ensure that insure cover is both adequate and appropriate. It also included a check on the up to date risk management report.

Please contact me at the end of the financial year to agree a mutually acceptable date so that I can carry out the year-end internal audit.

I thank you for your patience and good humour in providing information and answers to my many questions.

Yours sincerely,

**Amble Town Council**  
**Interim Audit**  
**2015/2016 financial year**

**NOTES**

1. Cheque No. 103353 ENCC £3,586.31 – VAT element £1.67 not recorded in payments list.
2. Receipts 28/04/2015 No. 200091 £768.10 but receipts detailed are £727 and £33 leaving a difference of £8.
3. BT D/D £88.87 TC0905 not in payments list.
4. Cheque No. 103335 S&B Roller Shutters £260.00 but invoice, payments list and minutes record the amount as £216.00. Please check and request credit note or repayment.
5. Fidelity Guarantee insurance cover is £250,000. Total cash at bank at in various accounts totalled £272,000. Suggest that the cover limit be increased.

Peter Basnett

Internal Auditor

13 December 2015