

**Town Parish Audit**  
9 Butlers Wharf  
Hebden Bridge  
West Yorkshire  
HX7 8AF

Mohammed Rafiq  
Clerk  
Bradford Trident Community Council  
Park Lane  
Bradford  
BD5 0LN

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10 June 2022

Dear Mohammed Rafiq

**Internal Audit of the Accounts for Financial Year ending 31<sup>st</sup> March 2022**

I am pleased to inform you that the internal audit of **Bradford Trident Community Council** is complete. There are no significant issues to report.

The tests and checks as per attached list were carried out.

**Cashbook and bank reconciliation**

The cashbook and bank reconciliation statement were agreed to the 31<sup>st</sup> of March 2022.

**VAT claim**

Evidence was provided that VAT was recorded and reclaimed as appropriate.

**Budget**

The compilation of the Council's budget for the year was reviewed and I can confirm that it had been properly compiled and progress against the budget was monitored on a regular basis.

**Minutes**

The Council's minutes were reviewed. They were signed and paginated.

**Insurance**

Insurance cover is in place and is adequate for the major liabilities faced by the Council.

**Internal Controls**

I confirm that I have carried out appropriate tests and checks on the accounts and internal controls, as detailed on the accompanying Independent Internal Audit check list, and found them to be satisfactory.

**Annual Governance and Accountability Return 2021-22**

I checked the figures in section 2 of the return and found them to be correct and ready for submission to the external auditor.

**For information:**

**Box D** As the Council did not raise a precept in 2021-22 this has been entered as "not covered".

**Box F** As there was no evidence of the use of petty cash this has been entered as “not covered”.

**Box K** As the authority choose to have a limited assurance review in 2020-21 this has been entered as “not covered”

**To Note and Act Upon**

**Box N** This has been entered as a ‘No’ as evidence could not be provided that the council complied with the publication requirements for the 2020-21 AGAR. The completed External Auditor’s report and certificate were not evidenced on the website. The Clerk is aware of this and is making provision to fully comply with the publication requirements for the 2021-22 annual return.

**Further Issues to note:**

**Minuting of Budget**

It is important to provide sufficient information in the minutes with regard to the budget. As a minimum the overall budget figure should be minuted. If appropriate an explanation should also be given in relation to any additional funding required from reserves to top up the budget.

**Future Precept Demand**

As noted in the previous internal audit the Council should carefully consider whether or not a precept should be raised in the future.

I can confirm that all original and additional information requested was provided in an efficient, detailed and timely manner.

Yours sincerely



Naomi Goddard

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