



MULBERRY & CO

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Our Ref: MARK/HAY003

Mr S Trice
Haywards Heath Town Council
The Town Hall
40 Boltro Road
HAYWARDS HEATH
RH16 1BA

07 October 2020

Dear Steve

Re: Haywards Heath Town Council
Internal Audit Year Ended 31st March 2021

We are writing to confirm your Internal Audit meeting on Thursday 19th November at 9.30am with Andy.

We would be grateful if you could ensure you have the items and documents listed below available and to hand as this will ensure the audit runs smoothly and on time.

1	Minute reference of review of financial regulations & Standing Orders	
2	Minute reference of review of risk assessments & risk management policies	
3	Minute reference of review of 2020 internal audit report	
4	Minute reference of review and acceptance of notice of conclusion of 2020 audit	
5	Minute reference of review of annual fees and charges	
6	Cashbooks April to August 2020	
7	Income versus budget 1 st five months of the year	
8	List of earmarked reserves	
10	Last VAT return	
11	Insurance certificate & schedule	
12	Financial risk assessments	
13	Draft 2021/22 budget (if applicable)	
14	Petty cash cashbook	

15	Payroll summaries & pay slips for 2 calendar months	
16	Fixed asset register showing additions & deletions since 31-03-20	
17	Bank reconciliations for 3 consecutive months, together with bank statement page showing reconciled balance	
18	Confirmation of charity numbers where council acts as sole managing trustee	
19	Acceptance of office for last appointed councillor	

Website Data (These items must be on your council website)		
1	Financial Regulations & Standing Orders	
2	Register of Members Interests	
3	Minutes and Agendas of all council meetings and committees	
4	Compliance with Transparency Act Regulations	
5	2020 Signed AGAR	
6	2020 Notice of electors rights	
7	2020 Notice of conclusion of audit	

If you require any further information, have any queries, please do not hesitate to contact us.

Kind regards
Yours sincerely



Mark Mulberry