

TERMS OF REFERENCE FOR INTERNAL AUDIT

NEWBIGGIN BY-THE-SEA TOWN COUNCIL

1. The Internal Auditor is an independent suitably experienced and/or qualified person and is appointed and retained for the full year and so far as possible on an on-going basis to cover accounting periods and completion and certification of the Annual Return.
2. While carrying out his responsibilities for audit for the Town Council the Internal Auditor shall comply in all respects with the detailed guidance contained in Governance and Accountability for Local Councils, a Practitioners' (England) Guide in force for the relevant period.
3. Full access to all reports; decisions; accounts; vouchers; receipts and financial statements shall be afforded at all reasonable times to the Internal Auditor.
4. The Responsible Financial Officer (RFO) and the Internal Auditor shall agree the form of the accounts and control systems and review effectiveness reporting to the Town Council when necessary.
5. The Internal Auditor will ensure that the certification of accounts is provided to the Town Council within 21 days of receipt of the accounts from the RFO to ensure submission to the External Auditor by 30 June each year.
6. Any matter of concern to the Internal Auditor regarding financial governance may be raised by him direct with the RFO and the Chairperson of the Town Council and where necessary reported to the Council Meeting.
7. Remuneration for the activities of the Internal Auditor shall be agreed at an hourly rate each year and the number of hours required and programme of work agreed with the RFO. Initially up to 30 hours @£13 per hour with additional hours and payments requiring the prior approval of the Town Clerk and Chairperson of the Town Council.