**FINANCIAL YEAR 2020/21 INTERNAL AUDIT - SCHEDULE OF EXPECTATIONS**

1. Responsibilities

1.1 It is the responsibility of the clerk of the council to provide all information requested by the auditor in good time and in a clear and organised manner. If asked for additional information this must be addressed promptly.

1.2 It is the responsibility of the internal auditor to carry out the audit and report within an agreed timeframe such that the deadline for submission for external audit is met. The clerk and internal auditor shall agree the planning and timescales when they are available early in the new financial year.

2. Scope of Audit

The audit will cover the governance and internal control systems of Three Crosses Community Council and all Trust Funds that it manages. This will be conducted in line with the One Voice Wales detailed guide for internal audit and the recent ‘Transaction Based Audit’ issued by the Audit Office Wales.

3. Competence and Independence

This has been established in writing on 9th February 2015 and is on file.

4. Access to information, members and officers

The internal auditor will have free access to any information he or she requires to carry out the audit. Members and officers will co-operate will all reasonable requests.

5. Period of Engagement

This schedule and the appointment of the internal auditor will be reviewed annually at the January Full Council meeting.

6. Remuneration

The clerk will write to the internal auditor following the above meeting to provide the schedule and ask for details of remuneration required.

4.07 220120