

Beausale, Haseley, Honiley and Wroxall Parish Council.

Parish Council Audit Working Group

The role of the Audit Working Group is to:

- Support the Clerk in undertaking her duties as Finance Officer for the Council
- Verify all financial transactions agreed by the Council
- Confirm that all Income and Expenditure of the Council is as agreed and minuted by the Council
- Ensure the Council's Asset Register is properly maintained
- Recommend the appointment of the Internal Auditor for the Council by undertaking the necessary recruitment and appointment procedures
- Ensure all audit matters are reported to the Council in an appropriate format and in a timely manner
- To undertake any other tasks associated with compliance of Council Audit(s) as required.

Membership

Membership of the Audit Working Group will be agreed by the Council and should include the Chair.

Meetings and Reporting Arrangements

The Audit Working Group will meet no less than two times a year, or more frequently if required.

The Audit Working Group will report its activities at the first meeting of the Parish Council following its meeting.