

Preparing for Audit For Town and Parish Clerks

Wednesday 2nd February 2022, 10.30am – 12.30pm

On-line training session using Zoom

Delivered by **Gill Lungley BA (Hons), FLSCC**

**The message is ‘don’t panic’! You are not alone,
10,000 parish and town councils across the
country go through the same process every year.**



This presentation with Gill Lungley, a council practitioner as clerk and RFO for many years, will take clerks through the annual process where preparation is key. From keeping records of when the council agreed its internal controls policy and approved the annual accounts, to appointing the internal auditor and showing evidence of regular checks on the council’s financial management.

We will check out where to look for support and advice, and confirm what good practice looks like.

Be prepared to share experiences and ask questions.

Gill has been involved with local councils since the early 1990’s briefly as a parish councillor and then as the Clerk and RFO to a variety of parish and town councils across Worcestershire and the West Midlands.

Gill holds a BA (Hons) in Business Studies and has achieved the Cert HE in Local Policy Studies (the forerunner to today’s Certificate in Local Council Administration – CiLCA -qualification) from Cheltenham and Gloucester College. Ongoing professional development has seen her gain the CiLCA 2012 additional requirement that enables the councils she works for to adopt the General Power of Competence and apply for the Local Council Award Scheme quality and quality gold levels where eligible.

Having worked alongside various local council trainers Gill added to her qualifications with PTLLS (Preparing to Teach in the Lifelong Learning Sector) to support the delivery of her informative training sessions. Gill is also a recognised trainer for CiLCA students.

PLEASE PLACE YOUR BOOKING THROUGH YOUR CLERK

On-line booking form [here](#) Cost: £30 per member delegate

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