

Annual Internal Audit Report 2019/20

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ No PETTY CASH
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29 05 20

Name of person who carried out the internal audit

Nicola Smith

Signature of person who carried out the internal audit



Date 29/5/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

WAINFLEET TOWN COUNCIL
NOTES REGARDING INTERNAL AUDIT
Year 2020

Notes of Internal Audit Check

A	Yes	Appropriate accounting records have been properly kept for the whole of the year. The reconciled spread sheets of the clerk have been seen and all income/expenditure invoices scrutinised and checked.
B	yes	The councils financial regulations have been met. All invoices scrutinised and approved, paid in a timely manner & VAT has been appropriately accounted for.
C	yes	Authority assessed its specific risks and achieved its objectives and reviewed adequate arrangements to manage these.
D	yes	Adequate budgetary processes. Financial reports of expenditure and Income along with bank reconciliations presented at each monthly council meeting for approval. All documented within the minutes. Quarterly Finance and General purpose meetings to discuss budgets with detailed expenditure review.
E	yes	All income received in a timely manner and banked promptly. No Vat on income.
F	no	No petty cash kept, all councillor expenses/reimbursements are by a cheque payment. On a rare occasion some expenses paid from monies taken, but both gross income and expenses are shown on spreadsheet and all receipts checked.
G	yes	Salary paid monthly and PAYE accounted for and paid monthly in a timely manner. All documented within finance report at each meeting. Third party now calculating wages monthly.
H	yes	Asset and investment register has been updated for all new expenditure in the year and reviewed.
I	yes	Bank reconciliations prepared and reconciled for each monthly meeting and minuted. Bank reconciliation produced at the year end and agreed to statements/ and photocopy of building society passbook.
J	yes	Accounts are prepared under the receipts and payments basis. All Income and expenditure agreed to invoices and banked or paid in a timely manner. No year end creditors or debtors.
K	N/A	WASTC has not certified itself exempt from a limited assurance review as it doesn't qualify to do so. so therefore this is not covered.
L	N/A	
M	n/a	The council has no trust funds.