

Littlemore Parish Council

Financial Year 2019-20

Year End Internal Audit Observations



Visit date: 2 July 2020

B *This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Clerk is not CiLCA qualified	<i>It is understood that the Clerk is currently undertaking the CiLCA qualification.</i>	The Council to note.	Medium	

D *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Council Minutes do not record the value of the precept to be raised	<i>The Council did not formally record Precept value 12 February 2019 Full Council meeting minutes.</i>	The Council should ensure that the value of the precept to be raised is formally stated in the Minutes of the meeting at which the precept was set.	High	

E *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Cash income is not promptly banked	<i>It is understood that the Council was not banking cash income promptly. It is also understood that the Council will no longer accept cash payments as the Council is attracting charges from the bank. The Finance Committee is due to carry out a risk assessment on this matter at the 30 July 2020 meeting. This will go to Full Council at the September 2020 meeting for formal approval.</i>	The Council to ensure that changes to cash income and banking arrangements are formally reviewed and approved by the Council. A copy of the signed minutes to be forwarded to Internal Audit.	High	

I *Periodic and year-end bank account reconciliations were properly carried out.*

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Bank reconciliations are not dated as reviewed.	<i>The Council carry out monthly bank reconciliations which are initiated as independently reviewed. The Council does not date the review.</i>	The Council to ensure that the bank reconciliations are dated as reviewed.	Medium	