

# Annual Internal Audit Report 2017/18

WAUTAKE TOWN COUNCIL

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 2018.

The internal audit for 2017/18 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.	✓		
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. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

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

03/05/18

Name of person who carried out the internal audit

RT SYMES JR  


FULL & CW BEHALF OF RT (IA) LTD

Signature of person who carried out the internal audit

Date

03/05/18

\*If the response is 'no' please 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).

**Wantage Town Council**  
**Internal Audit Review 2017/18**

The annual audit review of Wantage Town Council for 2017/18 covered the following scope of work:

**Income – Review & Testing of:**

Precept  
Allotment Rents  
Parking  
Markets & Fairs  
Property Rents  
Cemetery Income  
Bank & Investment Interest

**VAT – Review & Testing of the system of recording & reclaiming VAT.**

**Cheque Payments – Review & Testing to invoices & supporting**

**Fixed Assets – Review Fixed Asset Register. Verify correct treatment of additions & disposals.**

**Risk Analysis – The Annual Risk analysis is reviewed.**

**Insurance – Review adequacy of insurance provision & check fixed asset values to the Fixed Asset Register.**

**Salaries & Wages – Review & Testing of rates of pay, hours of work, NHI & PAYE deductions to Contracts of Employment, NALC salary scales, Council Minutes etc.**

**Cash Book Records, Bank Statements & Bank Reconciliation – Test that the Cash Book reconciles to the Bank Balances shown on the statements at 31/3/2018 and review whether the bank reconciliation has been carried out regularly.**

**Statement of Accounts & Annual Accounts - Verify & Test:**

The Statement of Accounts to last year's return, 2017/18 Accounts, Fixed Asset Register & Bank Reconciliation. Check all additions.

2017/18 Accounts to the Trial Balance

Review the relevant systems for year end Creditors, Debtors & Payments in Advance.

Review the notes to the Accounts.

Compare 2017/2018 income & expenditure to last year & budget for significant differences. Obtain explanations for differences.

**Accounting System** – Review the system. Use the testing listed above to obtain a view that the system is producing expected results: is robust and suitable for the Town Council's operations.

**Budgeting** – The annual budget & budgeting process is reviewed. Review that Reports of actual expenditure related to budget are reported to Council during the course of the year.

**Council Minutes** – review the minutes for statutory, legal, significant financial & contractual matters. The sequence and formal approval of the minutes is also verified.

These are the most significant areas of review; other matters will have been reviewed if considered necessary during the course of the review.

### **FINDINGS**

The Council's accounting & financial systems are up to date & well controlled.

RJS(IA) Ltd  
8 May 2018