

Annual Internal Audit Report 2021/22

Wantage Town Council

<https://wantagetowncouncil.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 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	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 bank account reconciliations were properly carried out during the year.	✓		
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (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

16/06/2021

22/11/2021

23/03/2022

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

14/06/2022

*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).

The Clerk
Wantage Town Council
Council Offices
The Beacon
Portway
Wantage
Oxon
OX12 9BX

14-Jun-22

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2021/22, I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives F, K, L and O and we are required to explain why we have done this.

- *The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash.*
- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review in 2020/21.*
- *The reason for the Not Covered response for Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA
Director

Wantage Town Council

Internal Audit Detailed Analysis 2021-22

Interim Audit Date: 22/11/2021

Year End Audit Date 14/06/2022



Internal Control Objective		Negative Analysis					Responses				Recommendations
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
A	<i>Appropriate accounting records have been properly kept throughout the financial year.</i>	0	0	0	0	0	4	0	1	0	0
	Accounting system	0	0	0	0	0	1	0	1	0	0
	Record keeping	0	0	0	0	0	2	0	0	0	0
	Minutes	0	0	0	0	0	1	0	0	0	0
	Other	0	0	0	0	0	0	0	0		0
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	0	1	3	0	0	29	4	5	0	4
	Financial Regulations & Standing Orders	0	0	0	0	0	10	0	0	0	0
	RFO	0	0	1	0	0	3	1	0	0	1
	Powers	0	0	0	0	0	0	0	2	0	0
	Payment Controls	0	1	1	0	0	6	2	0	0	2
	Expenditure Controls	0	0	0	0	0	3	0	0	0	0
	VAT Compliance	0	0	0	0	0	2	0	0	0	0
	Credit/Debit Cards	0	0	0	0	0	3	0	0	0	0
	Tenders	0	0	0	0	0	1	0	2	0	0
	Grants	0	0	1	0	0	1	1	1	0	1
	Other	0	0	0	0	0	0	0	0		0
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	0	0	0	0	1	8	1	0	2	1
	Risk	0	0	0	0	1	3	1	0	0	1
	Minutes	0	0	0	0	0	2	0	0	0	0
	Insurance	0	0	0	0	0	3	0	0	0	0
	Internal Controls	0	0	0	0	0	0	0	0	2	0
	Other	0	0	0	0	0	0	0	0		0
D	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	0	0	0	0	0	14	0	1	0	0
	Budget & Precept setting	0	0	0	0	0	6	0	0	0	0
	Auditors Reports	0	0	0	0	0	3	0	0	0	0
	Accounting Statements	0	0	0	0	0	1	0	1	0	0
	Budget monitoring	0	0	0	0	0	1	0	0	0	0
	Reserves	0	0	0	0	0	3	0	0	0	0
	Other	0	0	0	0	0	0	0	0		0
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	0	0	0	0	0	17	0	5	0	1
	Investments	0	0	0	0	0	4	0	0	0	1
	Fees & Charges	0	0	0	0	0	3	0	0	0	0
	Leases	0	0	0	0	0	0	0	2	0	0
	Debt control	0	0	0	0	0	1	0	0	0	0

	Billing & Collection	0	0	0	0	0	4	0	0	0	0
	Precept	0	0	0	0	0	0	0	0	0	0
	Cash income	0	0	0	0	0	3	0	0	0	0
	VAT Compliance	0	0	0	0	0	2	0	3	0	0
	Other	0	0	0	0	0	0	0	0	0	0
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	0	0	0	0	0	9	0	0
	Accounting	0	0	0	0	0	0	0	3	0	0
	Payment controls	0	0	0	0	0	0	0	3	0	0
	Reimbursement	0	0	0	0	0	0	0	2	0	0
	Reporting	0	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0	0
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.	0	0	0	0	0	13	0	10	0	0
	Contracts	0	0	0	0	0	3	0	0	0	0
	PAYE	0	0	0	0	0	2	0	2	0	0
	Deductions	0	0	0	0	0	1	0	0	0	0
	Pension	0	0	0	0	0	2	0	0	0	0
	Members Allowances	0	0	0	0	0	0	0	6	0	0
	Accounting	0	0	0	0	0	2	0	0	0	0
	Changes to terms and conditions	0	0	0	0	0	1	0	0	0	0
	Payroll Approval	0	0	0	0	0	1	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0	0
H	Asset and investments registers were complete and accurate and properly maintained.	0	0	0	0	0	5	0	4	1	0
	Asset Register	0	0	0	0	0	2	0	0	0	0
	Additions & Disposals	0	0	0	0	0	2	0	1	0	0
	Verification	0	0	0	0	0	0	0	0	1	0
	Accounting	0	0	0	0	0	1	0	0	0	0
	Investments & Loans	0	0	0	0	0	0	0	3	0	0
	Other	0	0	0	0	0	0	0	0	0	0
I	Periodic bank account reconciliations were properly carried out during the year.	0	0	3	0	0	9	3	4	0	3
	Preparation	0	0	0	0	0	4	0	0	0	0
	Review	0	0	3	0	0	2	3	0	0	3
	Cash balances	0	0	0	0	0	0	0	4	0	0
	Accounting	0	0	0	0	0	3	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
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.	0	0	0	0	0	5	0	4	0	0
	Accounting basis	0	0	0	0	0	1	0	0	0	0
	Prior year	0	0	0	0	0	0	0	1	0	0
	Current Year	0	0	0	0	0	1	0	0	0	0
	Creditors	0	0	0	0	0	1	0	0	0	0
	Accounting Statements	0	0	0	0	0	1	0	1	0	0
	Stocks	0	0	0	0	0	0	0	1	0	0
	Debtors	0	0	0	0	0	1	0	0	0	0

	PWLB	0	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0	0
K	<i>If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"</i>	0	0	0	0	0	0	0	3	0	0
	Council Resolution	0	0	0	0	0	0	0	1	0	0
	Criteria	0	0	0	0	0	0	0	1	0	0
	Publication	0	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0	0
L	<i>If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.</i>	0	0	0	0	0	0	0	7	0	0
	Expenditure publication	0	0	0	0	0	0	0	1	0	0
	AGAR publication	0	0	0	0	0	0	0	3	0	0
	Member responsibilities	0	0	0	0	0	0	0	1	0	0
	Assets publication	0	0	0	0	0	0	0	1	0	0
	Publication of Minutes	0	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0	0
M	<i>The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	0	1	0	0	0	4	1	0	0	1
	Publication	0	0	0	0	0	1	0	0	0	0
	Commencement	0	0	0	0	0	1	0	0	0	0
	Duration	0	0	0	0	0	2	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
N	<i>The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	7	0	1	0	0
	Publication	0	0	0	0	0	4	0	1	0	0
	Approval	0	0	0	0	0	3	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
O	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	0	0	0	0	0	0	0	5	0	0
	Meetings	0	0	0	0	0	0	0	2	0	0
	Accounting	0	0	0	0	0	0	0	2	0	0
	Statutory Returns	0	0	0	0	0	0	0	1	0	0
	Other	0	0	0	0	0	0	0	0	0	0
Total		0	2	6	0	1	115	9	59	3	10