

Minehead Town Council
Internal Audit Report Financial Year 2023/24

Internal Control	Test	Observations/Recommendations	Notes
Proper bookkeeping	Is the cash book maintained and up to date?	Yes	
	Is the cash book arithmetically correct?	Yes	Rialtas software
	Is the cash book regularly balanced?	Yes	
Standing Orders, Financial Regulations and Payment Controls	Has the Council formally adopted Standing Orders, Financial Regulations?	Yes	
	Date S/Os last reviewed.	March 2024	
	Date FinRegs last reviewed.	March 2024	
	Has a Responsible Financial Officer been appointed with specific duties?	Yes	
	Have items or services above the <i>de minimis</i> amount (per FinRegs) been competitively purchased?	Yes	Confirmed by RFO
	Are payments in the cash book supported by purchase orders, invoices, authorised and minuted?	Yes	5% sample (ex-salaries and services direct debits)
	Has VAT on payments been identified, recorded and reclaimed?	Yes	

	Is s137 expenditure separately recorded and within the statutory limit?	Yes	
	Have s137 payments been approved and included in the Minutes as such?	Yes	Fin&GP Com
Risk Management Arrangements	Does a review of the Minutes identify any unusual financial activity?	No	
	Do Minutes record the Council carrying out an annual risk assessment or review of their risk management scheme?	Yes	
	Date of Risk Assessment/Management Policy review and adoption	March 2024	
	Is insurance cover appropriate and adequate?	Yes	
	Are internal financial controls documented and regularly reviewed?	Yes	Eg, minuted Fin&GP Com April 2024
Budgetary controls	Has the Council prepared an annual budget in support of its precept and has this been minuted as being approved?	Yes	Via recommendation from Fin&GP Com
	Has the precept been calculated from the budget and been approved?	Yes	
	Does the budget include an actual completed year?	Yes	

	Is actual expenditure against budget regularly reported to the Council?	Yes	
	Has the Council agreed a General Reserve Policy?	Yes	
	Are there any significant unexplained variances from budget?	No	
	Where necessary, does the council have a formal Investment Policy?	n/a	
Income Controls	Is income properly recorded and promptly banked?	Yes	
	Does the precept recorded agree to the Council Tax authority's notification?	Yes	
	Are security controls over cash and near-cash adequate and effective?	n/a	
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	n/a	
	Is petty cash expenditure reported to each Council meeting?	n/a	
	Is petty cash reimbursement carried out regularly?	n/a	
Payroll Controls	Do all employees have contracts of employment with clear terms and conditions?	Yes	

	Do salaries paid agree with those approved by the Council?	Yes	
	Are salaries above the National Living Wage / Minimum Wage?	Yes	
	Are other payments to employees reasonable and approved by the Council?	Yes	
	Have PAYE/NIC been properly operated by the Council as an employer?	Yes	
Asset Controls	Does the Council maintain a register of all material assets owned or in its care?	Yes	
	Are the assets and investments registers up to date? When were these last reviewed?	Yes	March 2024
	Does the asset insurance valuations agree with those in the asset register?	Yes	With reasonable higher value of insurance to allow for timescale of policy
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to Council?	Yes	Monthly, via Fin& GP Com
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes	As above
	Are there any unexplained balancing entries in any reconciliation?	No	

Year-end Procedures	Are year-end accounts prepared on the correct accounting basis? (Receipts and Payments, or Income and Expenditure)?	Yes	
	Do accounts agree with the cash book?	Yes	Accounts produced directly from cash book via Rialtas software
	Has a year-end bank reconciliation been undertaken?	Yes	
	Is there an audit trail from underlying financial records to the accounts?	Yes	
	Where appropriate, have debtors and creditors been properly recorded?	Yes	
Procedural	Is eligibility for the General Power of Competence properly evidenced?	n/a	
	Have points raised on the last Internal Audit report been considered by Council and actioned?	n/a	
Transparency: For smaller councils with turnover over £200,000	Have the following been published? All items of expenditure above £500; End of year accounts; Annual governance statement; Internal Audit Report; List of councillor or member responsibilities; Location of	Yes	

	public land and building assets; Minutes, agendas and papers of formal meetings.		
Councils that are Burial Authorities	Records of burials and EROBs tally with receipts?	Yes	Listed separately within Rialtas
Councils with Allotments	Correct notice given of increases in fees?	Yes	Noted on website, per decision Fin&GP Com Oct2023
	Appropriate leases in place?	Yes	Accessible via website
Councils with Charities	n/a		
General Data Protection Regulation	Has the Council adopted a Data Protection Policy?	Yes	
	Has the Council put in place Privacy Notices?	Yes	
Miscellaneous	Is the Council registered with the Information Commissioner's Office?	Yes	
	Does the Council's website meet accessibility requirements?	Yes	Accessibility statement is on website, which notes when regular testing of accessibility takes place and scores for accessibility.

Per Pro Services Ltd
May 2024