

**DM PAYROLL SERVICES LTD**

**INTERIM INTERNAL AUDIT REPORT**

**MUCH WENLOCK TOWN COUNCIL**

**Date of Report: 16 January 2023**

I have undertaken an interim internal audit review for Much Wenlock Town Council. I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls.

**A. Appropriate books of account**

Appropriate books of account have been kept during the year. The council has used Rialtas software to record the accounting transactions, the accounts are kept up to date and there is evidence they are balanced monthly.

**B. Financial Regulations**

There is an audit trail of payment samples picked, payments were supported by receipts or invoices and payment schedules were reported to meetings.

Financial regulations were reviewed in May 2022. There is evidence of quotations being sought for purchases in excess of £3,000 as per the financial regulations.

VAT was accounted for in the accounting records and quarterly VAT reclaims submitted.

There is limited usage of a debit card, there are controls in place to cover the usage of the debit card.

**C. Risk Assessments**

The generic risk assessment is due to be reviewed and this will be examined after the year end.

There have been separate risk assessments evidenced in the minutes for legionella testing in the Guildhall and a Fire Safety audit during the year.

The council's insurance policy is adequate for the Town Council's needs.

**D. Precept**

The budget and precept requirements for the 2023/24 will be reviewed at the end of the year.

Financial monitoring reports of actual income and expenditure compared against the budget are provided to the Finance & Asset Management Committee at each meeting. There are supplementary reports provided by the RFO highlighting significant variances to income and expenditure.

**E. Income**

Sample testing took place of income received and all receipts could be traced back into the

bank. There was no unusual income received during the year. There has been a review during the year of leases and hall hire.

#### **F. Petty Cash**

Petty cash is used appropriately, all samples tested were supported by receipts and are included in the accounts.

#### **G. PAYE**

PAYE is carried out using HMRC Basic Tools. Sample checks were made and concluded the salaries were calculated correctly and in accordance with the correct SCP points. PAYE & NIC deductions were made and pension contributions calculated on the correct basis.

#### **H. Asset Register**

I will review the asset register at the year end.

#### **I. Bank reconciliations**

Bank reconciliations are carried out monthly and are regularly presented to the Finance & Asset Management Committee for review. I have agreed the bank reconciliation statements to the cashbook and bank statements for April, July and November 2022.

#### **J. Accounting Statements**

This will be reviewed at the year end.

#### **K. Exemption**

The council did not declare itself exempt from limited assurance audit during 2021/22.

#### **L. Transparency Code**

The council's turnover exceeds £25,000 and therefore this was not tested.

#### **M. Public Rights**

The notice for the public rights for the 2021/22 year was correctly displayed.

#### **N. Publication Requirements**

The council has complied with the publication requirements for the 2021/22 AGAR, these documents can be found on the council website.

#### **Reserves**

Reserves will be reviewed at year end.

#### **General**

In general, the accounting records are well kept and organised. I would like to thank your clerk, Trudi Barrett, and RFO, Diane Barlow, for their assistance in the internal audit review.

Yours sincerely

*Diane Malley*

Diane Malley M.A.A.T.