

Evesham Town Council

Financial Year 2021-22



Visit date: 16- June -2022

Year End Internal Audit Observations

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

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Has the Council formally Minuted confirmation of bank signatory arrangements?	<i>From a review of records it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements. It was noted that the Council has had a change of Clerk during the year.</i>	The Council to formally review and update its bank signatory arrangements (including access to Online banking) to ensure that only current staff and Councillors have Online access and signing authorities.	Medium	

H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The asset register has been subject to review by Council	<i>The updated asset register has not been subject to review by Council.</i>	See below	Medium	
2	Total of Asset Register agrees to Box 9 value of Accounting Statements	<i>The value for Box 9 of the Accounting Statements has been calculated by adding the value of asset purchased during the year to the value stated in the asset register. The items have not actually been added to the register.</i>	The asset register spreadsheet to be updated with individual assets incorporated in the 2022 asset value and to be subject to formal review and approval by Council. A copy of the updated asset register to be provided to the Internal Auditor.	High	

I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Bank reconciliations have been signed and dated as evidence of independent review (Year End)	<i>As at the date of the year end Internal Audit visit bank reconciliations had not been signed and dated as evidence of independent review.</i>	Prior to the approval of the Accounting Statements the year end bank reconciliation to be subject to independent review and approval.	Medium	
2	Bank statements are available to for all bank accounts as at 31st March.	<i>Bank statements were not available for the Co-Op bank account or for the Santander bank account. The bank statement for the Santander account has not been available since 2019, at which time the balance was stated as £10,223.85. It is unclear whether this account is still operational.</i>	Council to note that bank statements as at the 31st March were not available for all bank accounts and that these balances could not be confirmed as part of the Internal Audit. The Council, as a matter of urgency, to clarify the status of the Santander bank account.	High	
3	Year End Cash balances have been subject to independent confirmation	<i>Year End Cash balances supported by Cashiers Certificates and have not been subject to independent confirmation.</i>	The Council should ensure that, in future, year end cash balances are supported by Cashiers Certificates confirming the cash balance held. These should be subject to independent confirmation.	Medium	

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.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Year end debtor balances are reasonable and agree to year end Trial Balance	<i>The Council is recording a loan balance due from Wallace House for £5,601.42 a balance which is unchanged from March 2021. It is unclear what the repayment arrangements are for this loan.</i>	The Council to review and confirm the status of this loan balance.	Medium	

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).

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Council Minutes record the dates set for the Exercise of Public Rights	<i>Council Minutes do not record the dates set for the Exercise of Public Rights.</i>	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes.	High	