

Stoke Madeville Parish Council



Financial Year 2019-20

Year End Internal Audit Observations

Visit date: 11 May 2020

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

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Council has not reviewed its Standing Orders	<i>The Standing Orders policy noted as last reviewed September 2018. Audit was unable to locate the minutes of review.</i>	The Council should review and, if necessary, update its Standing Order on an annual basis.	Medium	
2	The Council is not using the latest Model Financial Regulations	<i>The Council does not have the latest model NALC Financial Regulations issued in July 2019.</i>	The Council to review and update its Financial Regulations	Medium	
3	Financial Regulations have not been subject to review by Council during the year.	<i>The Finance & Governance Committee reviewed the Financial Regulations 11 February 2020. Draft minutes downloaded from the Council website. The review did not formally record to recommend to Council to adopt the updated Financial Regulations.</i>	The Council should ensure that it reviews its Financial Regulations on an annual basis	Medium	

C *This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Council has not formally reviewed the Risk Register.	<i>The Finance & Governance Committee 11 February 2020 meeting minute reference F20/06 reviewed the Risk Register, it was recorded that the Risk Register would be updated. This was not put to Full Council for formal review and adoption.</i>	The Council must give a negative response to Assertion 5 on the Annual Governance Statement.	High	

D *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Council did not approve the AGS prior to approving the statement of accounts as required under Regulation 6 (4) of the Accounts and Audit Regulations 2015	<i>The Council did not formally record the approval of the Annual Return in the 16 April 2019 meeting minutes.</i>	The Council must ensure that it records the formal approval of a) Annual Governance Statement and b) Accounting statement in the relevant order.	High	

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

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Council has not reviewed the asset register during the financial year.	<i>The Asset Register was reviewed by the Finance & Governance Committee 11 February 2020 minute reference F20/08. The Asset Register was not formally reviewed and approved by the Full Council.</i>	The Council should undertake a formal review of the asset register on an annual basis.	High	
2	Continuing existence of assets is not checked on a regular basis	<i>The Council does not physically verify the existence of Council assets.</i>	The Council should put in place arrangements for the regular physical verification of its assets. The date the verification was carried out should be recorded.	High	

I *Periodic and year-end bank account reconciliations were properly carried out.*

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Year End bank reconciliations have not been independently reviewed, signed and dated.	<i>The Year End bank reconciliations have not been independently reviewed and signed due to the current circumstance Covid-19.</i>	The Council must ensure that Year End bank reconciliations are formally reviewed, signed and dated.	High	
2	The Year End bank statement date is 30 March 2020.	<i>The Lloyds current account reconciliation and bank statement date 30 March 2020.</i>	The Council to note.	Medium	