

**WOOTTON PARISH COUNCIL INTERNAL
FINAL AUDIT REPORT FOR THE
YEAR ENDED 31 MARCH 2020**
Conducted 15/05/2020

**WOOTTON PARISH COUNCIL INTERNAL
AUDIT REPORT FOR THE YEAR ENDED
31 MARCH 2020**

Introduction

The internal audit report was prepared for the Council. The responsibilities of internal audit are to provide an objective and impartial assessment of the Council's internal control systems and to report on the results of the audit.

Summary of Work Completed

The work completed is outlined in the following table:

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Introduction

The interim internal audit was carried out on 9th January 2020 at the offices of Wootton Parish Council. The final audit was conducted on 15th May.

Summary of Work Completed

The work completed is identified in the following table below:

AREA OF WORK	WORK COMPLETED
Bank Reconciliations	a) Bank reconciliations were reviewed and agreed each month to ensure that controls were working effectively throughout the period. b) The reconciliation for the period to 31/03/2020 was verified to the accounting data as entered to QuickBooks software.
VAT Returns	a) VAT returns for the year were reviewed and the liability as at 31/03/2020 was verified to the trial balance as at that date.
Trade Debtors	a) Trade debtors were reviewed for recoverability to ensure that reported amounts are reasonable at the reporting date.
Trade Creditors	a) Trade creditors were reviewed for reasonableness and confirmed to supporting documentation where necessary.
Substantive Income and Expenditure Testing	a) A sample of income and expenditure was confirmed to supporting documentation. Receipts and payments were confirmed to the bank statements respectively. b) Internal authorisation procedures were checked for the council's expenditure for the period under review. One sample of purchases has authorization pending which will be reviewed further at final audit stage.
Payroll	a) A sample of wages was verified to supporting evidence to confirm timesheets and hours paid were in line with agreed amounts and that deductions were correctly calculated.

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Risk Assessments	<ul style="list-style-type: none">a) The council's risk assessments were reviewed to ensure that due consideration has been given to identify the key and significant risks.c) To ensure that sufficient safeguards and controls are in place to mitigate identified risks.
Fixed Asset Register	<ul style="list-style-type: none">a) The fixed asset register was reviewed to ensure that assets owned by the council are correctly recorded.
Minutes of Meetings	<ul style="list-style-type: none">a) The minutes of meetings since the last internal audit were reviewed and any relevant information was noted.
Review of Trial Balance	<ul style="list-style-type: none">a) The trial balance was reviewed for reasonableness.b) The trial balance was confirmed to the accounts and annual return respectively to ensure financial results agree to source material.
Insurance	<ul style="list-style-type: none">a) A review of insurance policies was conducted to ensure that sufficient cover is in place and is reasonable.

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Results

The work completed is identified in the following table below:

AREA OF WORK	OBSERVATIONS/POINTS
Bank Reconciliations	Bank reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at 31 March 2020.
VAT Returns	The balance as at 31 March 2020. No errors observed.
Trade Debtors	Debtors were confirmed to be recoverable by reference to cash received after the reporting date.
Trade Creditors	Trade creditors were reasonably stated and confirmed to supporting documentation.
Substantive Income and Expenditure Testing	No issues were identified with income and expenditure testing. A sample of two transactions were reviewed to supporting evidence and checked to ensure payments cleared the bank. Authorisation procedures were confirmed to be working effectively. Accounting entries were correctly recorded and posted to the correct nominal code.
Payroll	Payroll was confirmed to have been calculated correctly and reported amounts were confirmed to completed timesheets. Deductions were calculated correctly and rates of pay were in line with contracted/agreed amounts.
Risk Assessments	The Parish Council's risk assessments were confirmed to be reasonable and safeguards are considered to be appropriate and reasonably implemented.
Fixed Asset Register	The fixed asset register was reconciled to reported amounts as per the annual return.

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Minutes of Meetings	Minutes were reviewed and no pertinent issues were identified for the period under review.
Insurance	Documentation was reviewed and is expected to be sufficient to cover the requirements of the Parish Council.
Other Observations	No other issues were identified to report.

Conclusion

In our opinion the Council is keeping their books and records in order and is following internal control procedures that have been established.

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