

Minster Lovell Parish Council
Year End Internal Audit Observations 2017



Audit visit date	Priority	Observation	Recommendation	Status	Comments
29 May 2017	H	Round Sum expense allowances have not been included with Box 4 Staff Costs	As Round Sum Allowances are treated as taxable income they should be included within Box 4 of the Accounting Statements of the Annual Return	Pending	
	H	It was noted that on a number of account codes income transactions had been netted off against expense transactions. These accounts include Grass Cutting, Maintenance of Bus Shelters and Grants-Variou Other	The Council should note that income and expenditure should only be netted off against the same code in exceptional circumstances (for example if a refund is received against goods previously purchased). Income should be normally be credited to a specific income code and expenditure to an expenditure code.	Pending	
	H	The Council had £30,000 on deposit with WODC at year end. It does not appear that the Council has obtained confirmation of this balance as at 31 st March 2016	The Council should ensure that, in future, it obtains confirmation for all cash and banks balances recorded at year end	Pending	
	M	The Council has received income from advertising on the bus shelter. Such income is usually a VATable supply (unless a dispensation has been obtained from HMRC)	Council to write to HMRC to request a dispensation	Pending	