

Minster Lovell Parish Council
Year End Internal Audit Observations 2018



Audit visit date	Priority	Observation	Recommendation	Status	Comments
28 Jun 2018	H	There is no evidence regular bank reconciliations have been carried out. As part of the Internal Audit it was necessary for the Clerk to make a number of amendments to the cashbook in order that accurate values for the Annual Return could be calculated.	The Council must ensure that the cashbook is agreed to the bank statements on a monthly basis	Pending	
	H	As the cashbook was not complete (see above), it would not have been possible during the year for the Council to accurately monitor is spending against budget	The Council must ensure that accurate statements of receipts and payments are subject to regular review	Pending	
	H	It was noted that the Clerks contract has been signed by the Clerk, on behalf of the Council.	The Clerks contract must be signed by the Chair of the Council, on behalf of the Council, and by the Clerk as the employee.	Pending	
	H	A year end confirmation of the £30,000 held with the District Council was not initially available for audit review. This was subsequently provided.	The Council must ensure that it obtains year end statements for all of its cash balances prior to the Internal Audit	Pending	
	M	The Council operates a PAYE scheme. No payments of tax or N.I. were made to HMRC during the year	The Council should review and confirm that there are no outstanding amounts due to HMRC	Pending	
	M	The Council has historically reported on an Income and Expenditure basis (where debtors and creditors are recorded at year end). This is a much more complicated form of accounting than Receipts and Payments (where transactions are simply recorded when money is paid or received). It was noted that in the previous year the only debtor amount was in respect of unclaimed VAT.	The Council should consider producing its accounts on a Receipts and Payments basis, as the value of debtors or creditors does not appear to justify the additional accounting complexity of Income and Expenditure.	Pending	
	M	During the year the Council purchased a Jubilee Bench. It does not appear that this has been added to the Asset Register	The Council should consider whether the bench should be added to the asset register	Pending	