

SHEPTON MALLET TOWN COUNCIL

Meeting	Policy and Resources Committee, Item 5.8
Date	23 rd June 2020
Author	Liz Evans, Responsible Financial Officer
Subject	Internal Audit Report

1.0 PURPOSE OF REPORT

- 1.1 To inform Councillors of the outcome of the recent internal audit, which took place on 12th June 2020 for the financial year ending 31st March 2020. The internal audit report is attached at Appendix A.
- 1.2 To note the actions that must be put in place as a result of that visit.
- 1.3 To note that the internal controls that are in operation are adequate to meet the needs of the town council.
- 1.4 To note that this report must also be submitted to full council for consideration.

2.0 BACKGROUND INFORMATION

- 2.1 The council is subject to an internal audit, the requirements of which are laid down in the Accounts and Audit (England) Regulations 2015. Shepton Mallet Town Council engaged the services of Bridget Bowen to act as the internal auditor. Bridget has visited the office three times a year to undertake a thorough audit of accounting practices and to validate the governance of the council, including risk management and control.

3.0 OBSERVATIONS FROM THE RECENT AUDIT VISIT

- 3.1 The following observations and recommendations have been advised by the internal auditor from the visit made on 12th June 2020.

3.2 Risk assessment

- a. The Council should review, update and adopt the financial risk assessment as soon as possible and in any event before 31 March 2021.
- b. Action: This has been addressed and the risk assessment adopted at the Policy & Resources meeting on 23rd June 2020.

3.3 Asset register

- a. The Council updates the asset register and includes the updated figure in Box 9 figure on the 2019 AGAR.
- b. Action: This has been updated and the asset register figure included on the 2019 AGAR.

3.4 Other matters to be brought to the Council's attention

- There was a discrepancy of £56 comparing 2019 figures on the accounting statement to our internal system.
Action: This figure has been corrected in the 2020 figures.
- The April 2020 minutes were not on the Council's website.
Action: This will be addressed to make sure all minutes are on the website.
- Some expenditure in March 2020 had been omitted from the payment schedule that was taken to Council.
Action: A payment was omitted from the payment schedule which had already been prepared. The omission has been noted.

4.0 RECOMMENDATIONS

- 4.1 For Councillors to note and agree with this report and recommend to full council that this report be adopted.