

Braunton Parish Council
Financial Year 2023-24



Audit date: 29 April 2024

Year End Internal Audit Observations

A *Appropriate accounting records have been properly kept throughout the financial year.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Are accounting entries correct with few correcting entries?	Yes	<i>It was noted that income from hire of committee room has been credited to expenditure code 7300 Property, this was due to the incorrect nominal code being set up as a default, the correct code should have been 5300. The total value of this income was £468.60.</i>	The Council to consider whether the amount is significant enough to considered amending the draft AGAR Accounting statement values. (This would require both the Box 3 and Box 6 values to be increase by this amount).	Medium	

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 Test	Response	Observation	Recommendation	Priority	Comments
1	Reserves have been subject to review by Council as part of the budget setting process.	No	<i>From a review of Minutes it was not possible to verify that the Council had undertaken a review of its Reserves during the year.</i>	On an annual basis, as part of the budget setting process, the Council should conduct a review of its Reserves to ensure that their purpose is identified and that they are adequate and not excessive.	Medium	

E *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	A register is keep of regular amounts of income due	No	<i>The Council does not maintain a register or listing of regular amounts of income due, this mainly relates to rental income.</i>	Council to set up a register/listing of regular amounts dues, detailing both the amounts and dates due.	Medium	
2	If the Council receives income under leases, are the lease agreements current?	No	<i>It does not appear that the Bowling Club lease has been subject to review during the current year.</i>	Council to review and update its lease agreements	Medium	

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Salaries and wages payable to staff have been appropriately approved and confirmed in writing.	No	<i>It was not possible to verify the contracted hours of works for one employee. The Contract states hours of 35, but they are paid for 37 hours.</i>	The Council to review the contracted hours of works for the employee and confirm in writing the actual working hours applicable. As a general practices all changes to staff terms and conditions, including rates of pay and hours of work, should be confirmed to the employee in writing.	High	

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Continuing existence of assets is checked on a regular basis (when was last check?)	No	<i>Continuing existence of assets is not checked on a regular basis.</i>	The Council should put in place a process for the regular review and verification of its assets. Assets of a high value or which may be particularly vulnerable should be subject to verification at more frequent intervals.	Medium	