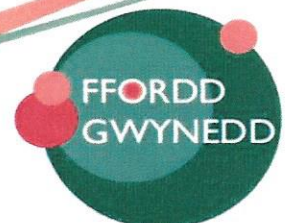


**INTERNAL
AUDIT
REPORT**



BARMOUTH TOWN COUNCIL



RHOI POBL GWYNEDD YN GANOLOG I BOPETH RYDYM YN EI WNEUD
PUTTING **THE PEOPLE OF GWYNEDD** AT THE CENTRE OF EVERYTHING WE DO

CONTROL OBJECTIVES AND AUDIT FINDINGS

2017/18 Internal Audit Report has been addressed

- Council has addressed some matters raised in the 2017/18 internal audit report

Appropriate books of account have been properly kept throughout the year.

- Cashbook arithmetically correct
- Cashbook regularly balanced

Financial Regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.

- Council has followed the standing orders and financial regulations effectively
- A Responsible Financial Officer has been appointed with specific duties
- Payments in the cashbook are supported by invoices, authorised and minuted
- VAT on payments have been identified and recorded
- The Council has approved and circulated to members its arrangements for making payments.

The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

- Review of the minutes does not identify any unusual financial activity
- Insurance cover is appropriate and adequate
- Internal financial controls are documented and regularly reviewed

The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.

- The Council has prepared an annual budget in support of its precept
- The Council has considered the contingency fund as part of the budget planning or have plans to use the funds appropriately
- Actual expenditure against the budget is regularly reported to the Council
- There are no significant unexplained variances from the budget

Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for in most cases.

- Income is properly recorded and banked promptly
- The precept recorded agrees to the Council Tax authority's notification
- Security controls over cash and near-cash are adequate and effective

Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.

- Salaries paid agree with those approved by the Council
- Other payment to employees are reasonable and approved by the Council
- Any additional payments made for the purpose of fulfilling senior duties have been paid within the payments authorised

Asset registers were complete, accurate, and properly maintained.

- The Council maintains a register of all material assets owned or in its care
- Asset registers are up to date

Periodic and year-end bank account reconciliations were properly carried out.

- A bank reconciliation is prepared for each account
- Bank reconciliations are carried out regularly and in a timely fashion
- There are no unexplained balancing entries in any reconciliation

Accounting statements prepared during the year were prepared on the correct accounting basis, agreed with the cashbook, were supported by an adequate audit trail from underlying records.

- Year-end accounts are prepared on the correct accounting basis
- Accounts agree with the cashbook
- There is an audit trail from underlying financial records to the accounts

A website has been established that includes all the necessary information.

- The Council has a website for online publication of documents as required by the Local Government (Democracy) (Wales) Act 2013
- Council's contact details and membership details and records of their proceeding available via the website
- The council publish public notices on the website

4. Acknowledgements

- 4.1 I would like to take this opportunity to thank the Clerk for all the help and co-operation with the completion of the audit.

Luned Fôn Jones

LUNED FÔN JONES

Audit Manager

June 2019