

Okehampton Town Council

Financial Year 2020-21



Visit date: 3 November 2020

Interim Internal Audit Observations

Box B This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Bank signatories have not been reviewed for 2020-21.	The Council reviewed bank signatory arrangements in May 2019. It is understood that these are scheduled to be reviewed prior to year end.	The Council must ensure that a review of the bank signatory arrangements are carried out prior to the Year End 2020-21.	High	

Box M Trust funds (including charitable) – The council met its responsibilities as a trustee.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
2	The Council is not registered as Trustees with the Charity Commission.	<p>A review of the Charity Commission website confirmed that the Council has not updated the Charity Commission listing themselves as trustees for both Simons Park Trust and Kempeley Meadows & Cricket Field Trust.</p> <p>It is understood that the Council is merging the two Charities.</p> <p>It is also understood that the Council Solicitors have completed the registration form and are currently liaising with the Charity Commission to register the merged charities. Once this is finalised the Council will open a separate bank account for the charity.</p>	The Council to note.	High	



Internal Audit Summary 2020-21

Interim Audit

Complete
 Yes
 Yes
 Yes
 No
 No

Client Okehampton Town Council	
Clerk: Emma James	Date 11 June 2020
Prior Year Audit Signed Pre Audit	2 November 2020
Visit 1 Auditor: Year End Auditor	3 November 2020
Reviewed by	

Annual Return – Compliance with Requirements		Not checked	Not applicable	Positive	Negative	Overall % Positive	Statutory Non-Compliance	High	Medium	Low
Box A	Appropriate accounting records have been kept properly throughout the year.	0	0	5	0	100.00%	0	0	0	0
Box B	This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	4	3	32	1	96.97%	0	1	0	0
Box C	This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1	1	9	0	100.00%	0	0	0	0
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	4	4	16	0	100.00%	0	0	0	0
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	1	4	18	0	100.00%	0	0	0	0
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	9	0	100.00%	0	0	0	0
Box G	Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	17	0	0	0	0.00%	0	0	0	0
Box H	Asset and investments registers were complete and accurate and properly maintained.	9	0	0	0	0.00%	0	0	0	0
Box I	Periodic and year-end bank account reconciliations were properly carried out.	9	0	7	0	100.00%	0	0	0	0
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	7	1	0	0	0.00%	0	0	0	0
Box K	IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt.	0	2	0	0	0.00%	0	0	0	0
Box L	During summer 2020 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	0	0	4	0	100.00%	0	0	0	0
Box M	Trust funds (including charitable) – The council met its responsibilities as a trustee.	0	0	5	1	83.33%	0	1	0	0
Total		52	15	105	2	98.13%	0	2	0	0