

## **Audit work completed in the year for Seaton Valley Community Council**

Dates of visits: 20<sup>th</sup> February; 12<sup>th</sup> March; 23<sup>rd</sup> April 2022 & 7 hours homeworking

<b>Ref</b>	<b>Control Objective tested</b>	<b>Work undertaken</b>	<b>Result</b>
A	Appropriate Financial records have been properly kept	Accountancy system and financial records noted and documented	Appropriate records are kept
B	Financial Regulations have been complied with and payments were supported by invoices, all expenditure was approved, and VAT was accounted for	A sample of 65 transactions, representative of 10% of total transactions by number and 60% by value, were examined in detail. Prices and arithmetic, VAT paid, certification, allocation and compliance to Financial Regulations were all checked and payment from the Bank Account vouched	The types and levels of expenditure were in line with expectations and VAT was properly accounted for
C	Significant risks have been assessed and reviewed and there are adequate arrangements in place to manage these	Discussed the 2020/21 recommendations with the Clerk regarding the revision of the Insurance Policy - asset values and levels of cover have now been increased accordingly. Risk Assessment was reviewed, and the Insurance Policy was examined	Satisfactory explanations were received from the Clerk
D	An adequate budget process is in place and the budget is monitored on a regular basis	The frequency of budget monitoring and reporting was examined. Budget variances and the reporting of these was noted	Budget monitoring and reporting are in accordance with good practice
E	The income expected has been collected and is in accordance with the charges set by the Council. VAT on income has been properly accounted for	All income banked was checked to ensure that it was correct per agreed charges and properly posted. All VAT was checked to VAT Account	The expected income was collected and VAT was properly accounted for
F	Petty cash payments were properly approved and accounted as was the VAT on such payments	A sample of Petty Cash reimbursements were examined to ensure all the payments were approved and appropriate and that VAT was being accounted for	Satisfactory

<b>Ref</b>	<b>Control Objective tested</b>	<b>Work undertaken</b>	<b>Result</b>
G	Salaries and expenses to employees and allowances to members were in accordance with approved rates and PAYE and NI requirements were properly applied	A sample of 6 months payrolls were tested to see compliance to the authorised establishment and that PAYE, NI and pension payments were accounted for	Satisfactory
H	Asset and investment registers were complete, accurate and properly maintained	Some asset purchases in the sample at B above were traced into the asset register and accounted for Composite registers were also checked	Satisfactory
I	Periodic and year end bank account reconciliations were carried out	The frequency and reporting of bank reconciliations was checked and the final bank reconciliation was vouched to prime records	There is a satisfactory frequency and reporting of bank reconciliations
J	Accounting statements were prepared on the correct accounting basis and agreed to the cash book. An adequate audit trail exists, and debtors and creditors were properly accrued	The Income and Expenditure Account and Balance Sheet were examined and reconciled to the cash book. Testing of samples in B above proved the adequacy of the audit trail. Debtors and creditors were properly accrued and posted	Satisfactory

### Other Work

Reading of, and extraction from, minutes and agendas, posting of totals from the final accounts to the Annual Governance and Accountability Return (AGAR).

Yours faithfully

A Siney

Internal Auditor