

## Chesham Bois Parish Council - Internal Audit Report 2018-19



### Audit Observations

Audit date	Priority	Observation	Recommendation	Status	Comments
4 June 2019	H	Bank reconciliation have not been subject to independent review  The Practioners Guide 1.10 states "Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end, and reviewed by members of the authority."	On a regular basis reconciliations must be reviewed by Council and signed and dated as evidence of this review.	Pending	
	M	The Council maintains a formal set of Financial Regulations These have not been subject to review by Council during the year.	The Council should ensure that it reviews its Financial Regulations on an annual basis	Pending	
	M	The Council last reviewed its burial fees in November 2017.	The Council should review its fees and charges each year as part of the budget setting process.	Pending	
	M	Noted there is an apparent unclaim of £156 on VAT	Council to review and identify the difference	Pending	

	L	The Council has updated the the asset register with Assets purchased / disposed of during the year. It was noted that one asset listed had not been included in the spreadsheet total. This was amended during the audit visit.	Council to note.	Pending	
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**Priority**

H	<b>High Priority:</b> Potential of legal or regulatory non-compliance or risk of significant financial or reputational impact
M	<b>Medium Priority:</b> Potential for operational impact, medium risk of financial or reputational impact
L	<b>Low Priority:</b> Issues that the Council should be aware of, or that have been resolved. No further action required.



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