

F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Council has petty cash balances although petty cash is no longer in use.	<i>The Council did use petty cash up to July 2018. The balance is £1.79.</i>	The Council to review the petty cash balance and consider closing the account on the Council Financial System.	Medium	CLERK: If the Finance WG agree I can close the petty cash a/c and transfer funds to Unity Trust Account.

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

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Continuing existence of assets is not checked on a regular basis	<i>It is understood that the Council do not carry out physical checks on Council assets. It is also understood that the Clerk was assigned this duty.</i>	The Council should put in place arrangements for the regular physical verification of its assets. The date the verification was carried out should be recorded.	High	CLERK: Council need to agree a method to do this. Internal Auditor suggested using SharePoint which is a Microsoft Tool. With Councillors and staff taking a photo on their phone of the asset whenever they pass it and noting if there is any damage etc. In this way all assets are checked without it becoming an onerous task. Alternative way is to break Village into areas and allocate an area for checking to each Councillor similar to the system we use for the Footpaths.

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

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1	Reviews of bank reconciliation have not been dated.	<i>The bank reconciliation have been initialized as reviewed but have not been dated.</i>	When bank reconciliations have been subject to review the date of the review should be written on the supporting voucher.	Medium	CLERK: Next time I will ensure they are dated

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2	Year End Bank Reconciliations proforma has not been completed.	<i>The Council National Savings & Investment statement April 2019. The latest bank reconciliation is based on April 2019. It is understood that the Council has not received the latest statement.</i> <i>The Council carries out bank reconciliations by updating the accounting system with the latest bank statement figures. The Council does not use the standard bank reconciliation format as required by External Audit.</i>	The Council must review the Year End Bank Reconciliations prior to signing off the Accounting Statements to ensure that they agree to the bank balances as at 31st March 2020. The Council must use the standard bank reconciliations format as recommended by External Audit. A copy has been provided for the Council to use.	High	CLERK: NSIB statements are not issued until Mid April. Current one has just arrived and will get a member of the Finance WG to check that it reconciles with our accounts and then sign and <u>date</u> it. CLERK: I spoke to the Internal Auditor regarding this as the Balance Sheets presented to Council monthly reconcile with the accounts and this would just be another document needing to be created. They insist that best practice is to produce this style of reconciliation and we agreed that this could be done quarterly rather than monthly.