

# Okehampton Town Council

## Financial Year 2019-20

### Interim Internal Audit Observations



Visit date: 13 November 2019

**A Appropriate accounting records have been kept properly throughout the year.**

No.	Audit Conclusion	Observation	Recommendation	Priority
1	Council Minutes have not been signed in accordance with the Local Government Act 1972	<i>The 20th May 2019 minutes of the Full Council, each page was not initialed by the Chair. All other minutes provided are all in order.</i>	The Council must ensure that Minutes are signed in accordance with the requirements of the Local Government Act 1972	High

**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
1	The Council is not using the latest Model Financial Regulations	<i>The Council has noted and are planning to review, update and adopted the latest model NALC Financial Regulations issued in July 2019 shortly.</i>	The Council to review and update its Financial Regulations prior to year end.	Medium
2	Expenditure on credit / debits cards is not subject to independent review and scrutiny	<i>The Council recently started using a Debit Card restricted to the Clerk. This is noted on the Council Financial Risk Register. The Clerk can spend £300 prior to seeking approval from the Council. The Council Financial Regulations have not been updated to reflect this change in relation to the threshold for spending on the card prior to seeking approval from the council. It is understood that the Clerk will include purchases made on the Debit Card on the payment list for the Council to approve.</i>	The Council must put in place arrangements for the regular review and approval of transactions made using the council's debit/credit cards. The Council to ensure that the Financial Regulations are updated to reflect debit card spending threshold prior to seeking approval from the Council. The Clerk to ensure that the Debit Card transactions are included on the payment list presented to Council.	High

**C** This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Conclusion	Observation	Recommendation	Priority
1	The Council has a Financial Risk Register in place. This requires minor updates.	<i>The Council has not fully expanded the control around raising sales invoices and the collection of income on the Council Financial Risk Register.</i>	The Council's to expand on the controls around raising Sales invoices and the collection of income on the Financial Risk Register.	Medium