

Shaugh Prior Parish Council - Internal Audit Report 2018-19



Audit Observations

Audit date	Priority	Observation	Recommendation	Status	Comments
16 May 2019	H	A sample of payments was selected. It was noted that 2 of the 5 invoices selected had not been signed as approved. These relate to clerk's claims for items purchased on behalf of the council and reimbursed.	The council must ensure that all invoices are reviewed and signed as evidence of approval.	Pending	
	H	The bank reconciliation for year end has not yet been signed as evidence of independent review and approval. It is understood that this will be done at the meeting when the Annual Return will be adopted.	The council to approve the bank reconciliation prior to the approval of the annual Accounting Statements. The approved bank reconciliation, and supporting bank statement, should be signed and dated by the Chair of the meeting.	Pending	
	M	The council has not formally approved the updated asset register.	The council to approve the Asset Register prior to the approval of the annual Accounting Statements	Pending	

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

Kevin Rose
 Kevin Rose ACMA
 Director
 IAC Audit & Consultancy Ltd