

**Braunton Parish Council**  
**Financial Year 2022-23**



IAC Audit and Consultancy Ltd

Audit date: 2 May 2023

**Year End Internal Audit Observations**

**B** *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	If payments are made under Direct Debit and Standing Order have these been subject to review and approval by Council in accordance with Financial Regulations?	<i>Minutes of the Finance and Admin Committee meeting on 18th October 2022 refer to additional Direct Debits but do not include a review of the full listing of current direct debits. It is unclear when the Council last reviewed and confirmed the Direct Debits in place.</i>	Council to ensure that Direct Debits/Standing Orders are approved in accordance with Financial Regulations. (Paragraph 6.7 of the 2019 Model Financial Regulations as adopted by the Council.)	Medium	
2	Can bank payment transactions be traced to source documents ? (Year End)	<i>It was noted that the Council does not have a formal process for the review and approval of payments made under Direct Debit.</i>	The Council should put in place a process for the review and approval of payments that are taken from the Councils bank accounts under Direct Debit.	Medium	

**E** *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	A register is keep of regular amounts of income due	<i>The Council does not maintain a register or listing of regular amounts of income due.</i>	Council to set up a register/listing of regular amounts dues, detailing both the amounts and dates due.	Medium	
2	If the Council receives income under leases is the income being received as required?	<i>It is not clear that the Council has received income due in respect of the school field. This may be overdue for several years.</i>	Council to review whether it has received this income.	Medium	

3	There is evidence of tracking of amounts due and follow up of any delayed or delinquent amounts	<i>It was noted that there is a significant overdue balance of £5,616 from Devon County Council. Part of this appears to relate to a duplication of the 2021-22 charge for Cutting of Visibility Splays. There are also outstanding invoices in respect of the school field.</i>	The Council to review the outstanding invoices due from Devon County Council and clarify whether these are, in fact, due. The Council should undertake a review generally of all the individual invoices recorded as outstanding on the debtors ledger and confirm why they are outstanding.	Medium	
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**H** *Asset and investments registers were complete and accurate and properly maintained.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Continuing existence of assets is checked on a regular basis (when was last check?)	<i>Continuing existence of assets is not checked on a regular basis.</i>	The Council should put in place a process for the regular review and verification of its assets. Assets of a high value or which may be particularly vulnerable should be subject to verification at more frequent intervals.	Medium	