

Report to F&GP Committee

Audit check carried out 23rd June 2016

Based on

INTERNAL AUDIT CHECKS

Checks to be carried out quarterly

a) Check authority for payment i.e. pre-approved or within delegated powers

Example- Invoice 18th March 16 paid 11th April 16. D J Lewis. A4 lockable snapframes for advertising purposes in the public conveniences. £285.64 excl VAT.

I have been unable to find any discussion in meeting minutes or Amenities Reports on the above either requesting or giving authority. This does not mean it had not been given at a much earlier date and taking time to come to fruition. However this will need further investigation.

b) Where amounts over £2000 (excepting utilities) are made – check Minute No of payment approval

Example – 22nd February Full Council meeting. Item 139.1C. cllr Hendy informed council that £4000 is needed to finish off works required to complete the allotment site for use. Unanimous approval. Cheque 7208 dated 25/4/16 for £4717.50 incl VAT.

Note that the VAT is recoverable and the net amount is £3931.25. I would suggest greater clarity to recommendations to council for payments that the amount requested includes or does not include VAT whether recoverable or not.

Example – 15th June Extra – Ordinary Full Council meeting. Item 23.1. Nick Clowes. £24267.92 unanimous approval for payment. Refurb of the Millpool toilets. In view of the cost, this item was audited under this section.

c) Check invoice amount against payment made

Example – Invoice 1st June 2016. Looe TIC A-Z Map company. £208.38. Paid by cheque number 7267. Checked and initialled by Hendy/Toms.

Comment – System of checking is working.

d) Check income recorded and banked correctly

Example – M Holding payment for parking space. £192.00. Invoice No 143. Payment banked 7th June 16.

e) Check petty cash records

Example – 20th April – A.Keen. Purchase of milk and Cornish Guardian. Clearly itemised. Recorded correctly.

f) Check bank reconciliations against bank statements

Example – 31st May 16. £43578.42. Bank statement reconciliation correct. Beginning balance correct.

g) Check salary payments (against time sheets where possible)

Example – Payment to A Libby against time sheet correct 20.6.16. Payment records countersigned by R Hendy.

h) Identify any potential areas of risk or non-compliance with Financial Regulations

Concern at the number of files kept in the office. Need to be sorted for transfer asap to the store.

Due to the current uncertainty surrounding the TIC and ongoing discussions with staff, I have felt it prudent not to carry out an invasive separate audit of the TIC. However, I have been concerned at the lack of a trading account for comparative purposes and through this general audit met with our book keeper and produced a trading account based on monthly and cumulative year on year comparisons. These should be updated monthly and be available to the Finance and Tourism committees for management purposes.

Report findings back to the appropriate Finance & General Purpose Committee meetings to enable a formal record and audit trail to be kept and for any actions found necessary to be undertaken.

C R Rose
23/06/2016

Quarterly Member Internal Audit Checks

	2016 8/11 Jan	2016 30-Mar	2016 23-Jun
a) Check authority for payment I.e. pre-approved or within delegated powers.	*	*	*
b) Where amounts over £2000 (excepting utilities) are made check Minute No of payment approval	*	*	*
c) Check invoice amount against payment made.	*	*	*
d) Check income recorded and banked correctly.	*	*	*
e) Check petty cash records.	*	*	*
f) Check bank reconciliations against bank statements.	*	*	*
g) Check salary payments (against time sheets where possible).	*	*	*
h) Identify any potential areas of risk or non compliance with Financial regulations.	*	*	*

See reports to F&GP Committee for details.