

Burnham on Sea & Highbridge Town Council

Financial Year 2019-20

Year End Internal Audit Observations



Visit date: 2 June 2020

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	Comments
1	The Council is undertaking a tender exercise for the refurbishment of the Princess Theatre.	<p>The Council is currently undertaking a tender review for the refurbishment of the Council Princess Theatre. A Working Group has been formulated specifically to open and review tender document bids and put recommendations to Full Council.</p> <p>The Working Group is due to close the review in mid June 2020.</p> <p>It appears that the Working Group is actually a Council Sub-Committee and works within the Councils scheme of delegation.</p>	<p>The Council to forward all tender bid documentation to Internal Audit once lockdown restrictions have been uplifted.</p> <p>The Council to rename the Working Group as a Sub Committee and formally Minutes the meetings as with other Committees.</p>	Medium	

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	Comments
1	The Full Council meeting minutes 3 February 2020 formal review of Financial Risk Management Policy are in draft.	The Council undertook a formal review of the Financial Risk Management Policy 3 February 2020 meeting minute reference 14/20/TC. A draft copy of the meeting minutes were provided to Internal Audit.	The Council to forward a signed copy of the 3 February 2020 Full Council meeting minutes.	Medium	

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

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Year End bank reconciliations have not been independently reviewed and signed.	The Year End bank reconciliations for the Council accounts have not been subject to independent review due to the current lockdown restrictions.	The Council must ensure that the Year End Bank reconciliations are signed and dated as reviewed at the next given opportunity.	High	