

Client	Burnham-on-Sea and Highbridge Town Council	
Clerk:	Sam Winter/RFO Sally Jones	
	Name	Date
Prior Year Audit Signed	Paula Sakalla	12 June 2020
Pre Audit	Paula Sakalla	31 December 2020
Visit 1 Auditor:	Paula Sakalla	25 January 2021
Year End Auditor	Paula Sakalla	11 May 2021
Reviewed by	Kevin Rose	12 May 2021

Internal Audit Summary 2020-21



Complete
Yes
Yes
Yes
Yes
No

Year End Audit

Negative Analysis

Annual Return – Compliance with Requirements		Not checked	Not applicable	Positive	Negative	Statutory Non-Compliance	High	Medium	Low
Box A	Appropriate accounting records have been kept properly throughout the year.	0	0	4	1	0	0	0	0
Box B	This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	0	4	35	1	0	0	0	0
Box C	This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	0	1	10	0	0	0	0	0
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1	3	20	0	0	0	0	0
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	4	5	14	0	0	0	0	0
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	9	0	0	0	0	0
Box G	Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	0	8	9	0	0	0	0	0
Box H	Asset and investments registers were complete and accurate and properly maintained.	2	2	5	0	0	0	0	0
Box I	Periodic and year-end bank account reconciliations were properly carried out.	2	1	12	1	0	0	0	0
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	0	1	7	0	0	0	0	0
Box K	IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt.	0	2	0	0	0	0	0	0
Box L	If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	(Not Applicable)							
Box M	During summer 2020 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	0	0	4	0	0	0	0	0
Box N	The authority has complied with the publication requirements for 2019/20 AGAR.	(see Testing Box D)							
Box O	Trust funds (including charitable) – The council met its responsibilities as a trustee.	0	5	0	0	0	0	0	0

Total

9	32	129	3	0	0	0	0	0
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