

REPORT TO FINANCE COMMITTEE

IAWG 2023/24 Q2

Report Reference F-23-10
Meeting Date 11th December 2023
Agenda Item 6
Undertaken by Cllrs Johnson and Wood



Two members of the Internal Audit Working Group met on 1st December to undertake the Q2 internal audit working group review.

The working group undertook a sample review of purchase ledger, cashbook and credit card payments and receipts and reviewed the quarter end bank reconciliation and asset register.

Ref	Issue	Follow Up
23Q2/1	A receipt for Booths (21/07/23) could not be located.	Payment related to Mayoral Fundraising costs (accounted for separately) Town Clerk to locate.
23Q2/2	A receipt for Facebook (01/09/23) could not be located.	Payment related to event advertising. Officers to locate which account it was debited from to draw down invoice.
23Q2/3	Structural elements of the donated cemetery garden were not included on the asset register.	It was agreed that although donated at no cost, these should be added.