

Mrs Catherine Lloyd-Jenkins  
St Clears Town Council  
The Gate  
Pentre Road  
St Clears  
Carmarthenshire  
SA33 4AA

Our Ref:

Your Ref:

24 June 2024

Dear Mrs Lloyd-Jenkins,

**Internal Audit – year ending 31 March 2023**

Thank you for providing us with the books and records to enable us to complete the internal audit for the year ending 31 March 2023. We can confirm that we have completed this task and wish to highlight the following:

1. Books of account

We have reviewed the books of account for the year together with the supporting information and can confirm that the spreadsheets provided are an accurate representation of the transactions for the year.

2. Financial regulations

We have reviewed the financial regulations. With regards to these regulations, we note that some cheque stubs were not initialled by two signatories stipulated. We also identified that the bank statements had not been signed as stipulated in your regulations, but following a discussion with yourself we are aware that this has now been fully implemented.

We have noted some payments have been omitted and there is also one discrepancy with regards to amounts presented in the minutes of meetings. Although we understand the meetings are live and any omitted payments are discussed and approved, these should then be included in the minutes of meeting. The transactions are as follows:

Payee	Amount per minutes (£)	Amount paid (£)	Difference (£)
Salary May 2022	0.00	2,727.86	2,727.86
Salary June 2022	0.00	2,360.23	2,360.23
JN Williams	790.00	700.00	(90.00)

We have noted a few errors on the schedule of payments. Although the amounts and payees are correct the BACS/Cheque numbers don't correlate with the bank. The transactions are as follows:

Payee	BACS/cheque per minutes	BACS per bank	Cheque No per bank
Wrenvale Nurseries	BACS 728	BACS 737	
JN Williams	BACS 729	BACS 733	
JN Williams	BACS 730	BACS 738	
URDD	BACS 731		Chq 103974

We have noted there are no schedules of payments for the April 2022 meeting in the minutes. Although it is stated that all payments will be authorised due to an election, we would suggest these payments are to be presented in the next meeting and minuted for authorisation.

We have noted that only one signature is present on the schedule of payments. After a discussion with yourself you informed us your name at the top is treated as an E-signature. However, we would recommend this signature is a manual one and, where some payments are made to yourself, it would be advisable for the second signatory is one of the councillors.

#### Assessment of risks

We have reviewed both the risk assessment and the council's insurance policy.

The risk assessment appears to be reasonable and adequate.

#### Budgetary process

We have reviewed the budgetary process and reserves, and both matters have been adequately managed and controlled. The precept demand was in accordance with the budgets prepared for and considered by the council and their subsequent decision with regards to the amount of precept requested.

#### Income

Expected income was fully received, in accordance with expectations, and had been correctly accounted for.

#### Petty Cash

We have reviewed petty cash receipts and all has been correctly accounted for.

#### Salaries

We can confirm that the salaries paid were in accordance with employment contracts and that PAYE/NI requirements were properly applied.

#### Asset Register

We have reviewed the register and are happy that the register is a reasonable reflection of the assets held by the Council.

It is noted that the Council does not have any investments and so there is no investments register.

#### Bank account reconciliations

The monthly and year end reconciliations were reviewed and were found to be correct.

#### Accounting basis

The accounts were prepared on an income and expenditure basis.

The accounts agree with the cashbook, debtors and creditors and the audit trial between the cashbook and year end accounts is clear.

#### Trust Funds

It is noted that the Council does not have any Trust Funds

Should you have any queries regarding the above please contact Nicola Owen at this office.

Yours sincerely

