

**Ware Town Council  
Financial Year 2022-23**



IAC Audit and Consultancy Ltd

Audit date: 24 April 2023

**Year End Internal Audit Observations**

**C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	<i>The Council has in place a Statement of Internal Control but has not reviewed the effectiveness of its internal control system during the year as required by Regulation 6 of the Accounts and Audit Regulations 2015.</i>	Council to note the requirement for it to regularly review its internal control system.	High	The review is completed each June initially at the F&P meeting then approved by Council.

**D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has reviewed any points raised by the External Auditor as required	No	<i>From a review of Minutes it was not possible to verify that the Council has reviewed the report of the External Auditor</i>	The Council to ensure that, on an annual basis, it formally records a review of the External Auditors report in the Minutes of the relevant meeting.	Medium	The review is completed each June initially at the F&P meeting then approved by Council.

**E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Invoices / Charges levied agree to approved rate of Fees and Charges	No	<i>It was noted that some Burial income is recorded based on receipt of payment and some based on Sales Invoice.</i>	Council to put in place arrangement so that all income is recorded on the same basis, by the use of Sales Invoices.	Medium	Agreed we can amend this for 23/24.

**H** *Asset and investments registers were complete and accurate and properly maintained.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The asset register has been subject to review by Council	No	<i>As at the date of the year end audit visit the Council had not formally reviewed and approved the asset register.</i>	Prior to approval of the Accounting Statements the Council should formally review the asset register, including specific review and approval of any additions or disposals to the register during the financial year.	Medium	The review is completed each June initially at the F&P meeting then approved by Council.