

BEPTON PARISH COUNCIL

Internal audit review for the half-year ending on 31st March 2017

1. £64.05 paid to Carey Bower on 27.2.17 not recorded in minutes on 23.3.17.
Is this ref OLI3?
2. Libel & Slander £100,000 indemnity not recorded in minute 519b on 24.11.16.
3. £30.16 WRVS shown on Natwest current ^{A/c} and again on the Business Account Summary, together with other payments. Needs explaining.
4. Now that the council is using on-line banking and payments are authorised at council meetings, are two signatures on each invoice/document still required, even though payments have hitherto always been approved at such meetings.
If nothing has changed, then the following invoices/documents will need two signatures:-

OLI	Mrs. L. Grossett	£281.16
OLI4	Bepton PCC	£500.00
OLI7	The Samaritans	£50.00
OLI8	Outset Youth Action	£35.00
OLI11	Citizens Advice Bureau	£50.00
OLI13	Carey Bower	£64.05

[Signature]
Internal Auditor

4. 5. 17

Councillors,

I have now collected the accounts from Richard and attached are his findings.

My comments are as follows:-

Item 1. The £64.05 payment to Carey Bowyer on 27/2/17 wasn't in the payments on 23.3 probably because it was paid between meetings. The bank statement clarified the payment and there were two councillor approvals for the payment.

Item 2. Libel and Slander £100,000 indemnity not recorded in minute 519b) on 24.11.16. This was because the insurance company clarified that we had this cover and I didn't see that it was necessary to include in the minutes.

Item 3. £30 to WRVS shown on Nat West Current a/c and again on the Business Account summary, together with other payments.

Our accounts used to be called Current a/c but it is now called Business a/c.

Item 4. We have been adapting to the change to Online banking. All the Invoices will still be signed by two councillor signatories except where the approval is between meetings. There may be the odd occasion, such as precepted donations i.e. Bepton PCC, The Samaritans, Outset Youth, where there aren't two signatories on the payment slip but this is because there is no invoice or letter of request however the amounts have been precepted and approved at meetings.