

Internal Audit Report
for
Lampeter Town Council
Accounts 2017/2018

In accordance with my Letter of Engagement I have carried out all the tasks outlined therein.

I can see no major issues within this year's accounts and records, although I should draw your attention to several issues that need to be addressed, or would in my opinion add significantly to the accountability and transparency of the Town Council's work.

Invoices and Payments:

Invoice from Ceredigion C C for Watering Costs (Cheque number 002683 for £5040.00) relates to the financial year 2016/2017 but was not issued until 19/4/2017.

There are one or two invoices missing from the otherwise complete record. They have been requested however, and relate to regular payments and bookings which have been a part of the Council's work over several years so do not cause me any misgivings.

Minutes:

Town Council Minutes in Welsh for 26/10/17, 30/11/17, and 11/1/18 have not been signed or dated.

Town Council Minutes in English for 25/1/18 and 29/3/18 have not been signed or dated.

Town Council Minutes for 26/4/18 in English have not been signed and dated, and the Minutes of that date in Welsh are not present.

(Although these Minutes are technically in the financial year 2018/2019 they of course refer back to, and confirm, decisions taken in the 2017/2018 financial year.)

Donations:

I can not identify any receipts/ letters of thanks for the following donations made in 2017/2018 by the Town Council.

Lampeter Carnival £500.00

Lampeter Food Festival £1000.00

CPRW £20.00

MacMillan Cancer £50.00

Ysgol Bro Pedr £100.00

Welsh Air Ambulance £50.00

Additionally I would recommend that in future Minutes it is made explicitly clear when the Council has agreed to made a Donation/Contribution. Upon occasion the decision to donate is deferred so that further consideration may take place with regards to particular circumstances of the potential recipient, but it should be clear in these documents of public record that a clear decision was reached by Council prior to the donation. Presently this appears to done by underlining the successful donation and applicant's name in red, but this may not show well on the website, nor be well understood by anyone perusing the accounts and unfamiliar with this method of identification.

I would suggest simply adding "Agreed" behind each selected donation, but it is of course for Council to agree a system that is clear, explicit and transparent.

Fixed Assets:

There is an obviously significant increase in the value of Fixed Assets due to the revaluation of the Civic Regalia.

I should be most happy to discuss any aspect of the Audit in due course.

Derek Marshall
10th June 2018

