

Wellington Town Council

Financial Year 2021-22



IAC Audit and Consultancy Ltd

Year End Internal Audit Observations

Visit date: 5- April -2022

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	Observation	Recommendation	Priority	Comments
1	The Council has established Reserves (or some other suitable measure) to monitor the usage of CIL Receipts	<i>The Council has accumulated significant reserves which include amounts received as CIL funding. At present the Council does not a formal process in place to specifically review its reserves and the planned use of these reserves.</i>	The Council to establish a formal method for the recording of CIL income and expenditure and monitoring any balance outstanding. This should be included in an annual review of Reserves as part of the budget setting process.	Medium	

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Salaries and wages payable to staff have been appropriately approved and confirmed in writing.	<i>It is not currently practice for annual increments to be confirmed in writing.</i>	The Council should put in place arrangements for the formal written confirmation of the award of annual increments.	High	
2	Members Allowances have been set in accordance with Members Allowances Regulations 2003.	<i>Members Allowances have not been set in accordance with Members Allowances Regulations 2003.</i>	The Council to review the requirements of the Members Allowances Regulations and ensure that it sets its allowances in accordance with the Regulations.	High	
3	The Members allowances have been paid ONLY to elected members (Regulations 24 (3)).	<i>The Members allowances have been paid to unelected/co opted members.</i>	The Council to note that Members Allowances may only be paid to elected Members. The Council will need to take action, if possible, to recover any amounts paid in error.	High	
4	The Council has in a place a process for the review and approval of overtime or Time In Lieu	<i>The Council does not have in a place a process for the review and approval of overtime or Time In Lieu.</i>	The Council to put in place a process for the formal review and approval of overtime. This should include a specific arrangement to confirm, in writing, whether overtime is to be paid or taken as time in lieu.	High	