



# Black Rose Solutions Limited

## Summary of Findings

Comments marked **REC** denote an issue recommended for action as it may affect the Internal Audit response on the AGAR (Annual Governance and Accounting Return).

Comments marked **note** are included for reference or information.

Items referenced **FR** – relates to clause in the council's financial regulations.

Items reference **PG** – relates to a clause in the practitioners Guide.

|   |      |
|---|------|
| <b>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</b>  | YES  |
| PG.B.3 • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation | Ok*  |
| The council makes BACS payments on the sole authorisation of the clerk (after approved by a meeting). There is no longer a requirement for dual approval of payments on condition that robust alternative measures are in place.  | note |
| There are two small payments made between meetings which were not included in the approval lists presented to council, and no paperwork has been filed. It may be beneficial to include a sequential cashbook reference on approval lists to help ensure that no payments are missed.             | REC  |
| <b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>  | YES* |
| • Ensure that authorities have prepared, and formally adopted, <b>at least once annually</b> , an appropriate and comprehensive register of assessed risks, both regular and ad hoc   | no   |
| Do minutes record the council carrying out an annual risk assessment?   | no   |
| Risk assessment, financial regulations and standing orders have not been reviewed during the year, but are due to be reviewed at the April 24 meeting.  | REC  |
| <b>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</b>   | YES  |
| The council has general reserves on the upper end of the recommended 3 to 12 months of receipts/expenditure   | note |
| <b>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.</b>  | YES  |
| Does line 4 include only Salary, NI & Pension   | yes* |
| There was an error in line 4 staff costs - this will be corrected.  | note |
| <b>H. Asset and investments registers were complete and accurate and properly maintained.</b>   | YES* |
| There is a difference between the value on the asset register and the value reported on the AGAR.   | REC  |