



TEWKESBURY TOWN COUNCIL
Internal auditor's report for the year ended 31 March 2022
Name of Auditor: Mrs Irena Litton BEM

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council?	a) Yes b) Yes c) Yes		https://tewkisburytowncouncil.gov.uk/wp-content/uploads/2021/04/Approved-Standing-Orders-Tewkesbury-Town-Council-updated-April-2021.pdf

	b) reviewed using the most recent version? c) minuted?		Annual Governance Statement Assertion 1	Minute 20/21 220 19 th April 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/07/FINAL-FC-Minutes-19.04.2021.pdf
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	a) Yes b) Yes c) Yes	Annual Governance Statement Assertion 1	https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/03/TTC-Financial-Regulations-March-2021-Final.pdf Minute 20/21 200 8 th March 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/07/FINAL-FC-Minutes-8th-March-2021.pdf
1.3	Does the council a) give grants? b) have a grant-awarding policy?	a) Yes		a) Grants awarded in FY 2021/22 https://tewkesburytowncouncil.gov.uk/community-grants/grant-applications-201718/ b) https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2017/05/GrantsPolicy2014.pdf
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	Annual Governance Statement Assertion 2 & 3	Minute 21/22 171 14 th March 2022 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/04/DRAFT-FC-Minutes-14th-March-2022.pdf
1.5	Code of conduct reviewed in the last 2/3 years?	No	Recommend the Council consider adopting the new NALC Model Code of Conduct and review the Code of Conduct after each TC election. Annual Governance Statement Assertion 3	Code of Conduct dated May 2015 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2016/08/CodeofConductMembersMay2015.pdf

2. Finance

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	Yes	Annual Governance Statement Assertion 3	Minute 19/20 027 3 rd June 2019 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2019/07/FINAL-FC-Minutes-June-2019.pdf
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	N/A	Annual Governance Statement Assertion 1 & 3	n/a
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	Yes	Annual Governance Statement Assertion 1	Minute F21.087 3 rd February 2022 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/02/FINAL-Finance-minutes-3.02.2022.pdf
2.4	Was Petty Cash expenditure approved, if any? (Objective F)	Yes	Annual Governance Statement Assertion 1	Minute F.21.103 Finance Committee 3 rd March 2022 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/03/DRAFT-Finance-minutes-3.03.2022.pdf

2.5	Is all expenditure supported by VAT invoices, if applicable? (Objective B)	Yes	Annual Governance Statement Assertion 1	Sample List
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	a) Yes b) Yes	Annual Governance Statement Assertion 1	a) Cashbook b) Reclaimed quarterly – last paid into bank 27 th April 2022

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	Yes Yes	Annual Governance Statement Assertion 5	a) Held with Military Mutual Insurance b) Minute 20/21 231 19 th April 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/07/FINAL-FC-Minutes-19.04.2021.pdf
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by Council? (Objective C)	a) Yes b) No	Recommend that the Risk Management Policy is reviewed annually and published on the council's website. Annual Governance Statement Assertion 5	Last reviewed in 2019. It was an Agenda Item in the Finance Committee meeting in March 2022 but deferred.

3.3	<p>Asset register</p> <p>a) reviewed regularly? (Objective H)</p> <p>b) published on website? (Objective L)</p>	<p>a) Maybe</p> <p>b) Yes but</p>	<p>a) Recommend that the Asset Register is reviewed and the action clearly noted in the minutes</p> <p>b) Recommend that the latest Asset Register is published on the Council's website.</p> <p>Annual Governance Statement Assertion 5</p>	<p>a) Minute 20/21-230 Full Council requested that a full inventory be undertaken by the Finance Committee (for the register of land) – this is not clear whether the Asset Register was actually reviewed. https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/07/FINAL-FC-Minutes-19.04.2021.pdf</p> <p>b) Old Asset Register date 2018/2019 on website https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2019/01/TTC-Buildings-Land.pdf</p>
3.4	<p>Evidence that assets</p> <p>a) have been inspected for risk?</p> <p>b) reported in minutes?</p> <p>c) any actions undertaken? (Objective C)</p>	<p>a) Yes</p> <p>b) Yes</p> <p>c) Yes</p>	<p>Annual Governance Statement Assertion 5</p>	<p>a,b&c) Minute E&A 21/029 1st March 2022 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/03/DRAFT-EA-Minutes-01.03.2022-1.pdf</p>
3.5	<p>Evidence that internal controls</p> <p>a) take place?</p> <p>b) are documented?</p> <p>c) minuted? as per Council's Financial Regulations/Standing Orders (Objective B)</p>	<p>a) Yes</p> <p>b) Yes</p> <p>c) Yes</p>	<p>Annual Governance Statement Assertion 2</p>	<p>a) Copy of a completed Internal Check List/Report provided.</p> <p>b) Carried out quarterly and reported in the Finance Committee meetings</p> <p>c) Minute F.21/070 13th December 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/01/FINAL-Finance-minutes-13.12.2021.pdf</p>

3.6	Bank reconciliations are on agenda to be considered by Council? (Objective I)	Yes	Annual Governance Statement Assertion 1	Minute 21/22 26 19 th July 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/09/FINAL-FC-Minutes-19th-July-2021.pdf
3.7	Review of a) investments? b) bank mandates (signatories on bank accounts)? (Objective B/C)	a) No b) No	Recommend that the investments and bank mandates are reviewed and actions minuted. Annual Governance Statement Assertion 1	a&b) No evidence found in the minutes
3.8	If bank cards in use, are proper procedures in place? (Objective B)	N/A	Recommend that the Council consider ensuring that procedures are put in place if/when card is acquired. Annual Governance Statement Assertion 1	Minute F.21.099 3 rd March 2022 – council are exploring the possibility of a bank card.
3.9	Are a) physical records secure? b) electronic records backed up?	a) Yes b) Yes	Annual Governance Statement Assertion 5	a) Locked office, alarmed & CCTV office b) External Server – automatically backed up.

4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review	a) Yes b) Yes c) Yes	Recommend that the budget is published on the Council's website.	a) Prepared by the Finance Committee b & c) Amended and adopted by Full Council Minute 20/21 155 dated 18 th January 2021

	a) prepared? b) adopted? c) minuted? (Objective D)		Annual Governance Statement Assertion 1	https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/02/FINAL-FC-Minutes-18th-January-2021.pdf
4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any? b) Were the general reserves reasonable? (Objective D)	a) Yes b) Yes	Annual Governance Statement Assertion 1	a) Minute 20/21 155 dated 18 th January 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/02/FINAL-FC-Minutes-18th-January-2021.pdf b) General Reserves less than 1 year's worth of budgeted expenditure.
4.3	Was the precept demand for the year under review properly minuted in full council?	Yes		Minute 20/21 156 dated 18 th January 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/02/FINAL-FC-Minutes-18th-January-2021.pdf
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	a) Yes b) Yes	Annual Governance Statement Assertion 1	Carried out regularly in the Finance Committee meetings. Minute F.21.082 3 rd February 2022 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/02/FINAL-Finance-minutes-3.02.2022.pdf
4.5	Are any significant variances from budget reported?	Yes	Annual Governance Statement Assertion 2	Finance Committee authorise virement where necessary.

5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Do all staff have a contract of employment?	Yes	Annual Governance Statement Assertion 3	Admin Assistant Contract viewed.
5.2	Do salaries paid agree with those approved by Council? (Objective G)	Yes	Annual Governance Statement Assertion 1	External Payroll Provider Payrolls UK Ltd – payslip viewed.
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	a&b) Yes		External Payroll Provider – Payrolls UK Ltd HMRC submission viewed
5.4	Are Councillor's allowances and expenses properly authorised & controlled, if any?	Yes	Annual Governance Statement Assertion 1	Mayors Allowance – Minute 20/21 – 225 19 th April 2021.
5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	a) Yes b) Yes	Annual Governance Statement Assertion 3	a) Admin Assistant contract viewed November 2021 b) Minute 8.3 Staffing Committee Meeting – 27 th September 2021

5.6	Is Council a) registered with the Pension Regulator for auto-enrolment pensions? b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)	a) Yes b) Yes	Annual Governance Statement Assertion 3	Re-enrolment completed March 2020 – next due in 2023.
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6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting? (Objective J)	Yes	Annual Governance Statement Assertion 1	Council uses RBS Accounting software
6.2	Does Council as a whole consider the year-end accounts	Yes		Minute 21/22-9 21 st June 2021 https://teWKesburytownCouncil.gov.uk/wp-content/uploads/2021/07/FINAL-FC-Minutes-

	in addition to 6.5? (Objective J)		Annual Governance Statement Assertion 1	21.06.21.pdf
6.3	Minute confirming that council is eligible for Certificate of Exemption (only for councils with a turnover of less than £25,000) (Objective K)	N/A	Annual Governance Statement Assertion 1	Turnover exceeds £25K
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Yes	Annual Governance Statement Assertion 3	Minute 21/22-8 21 st June 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/07/FINAL-FC-Minutes-21.06.21.pdf
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Yes	Annual Governance Statement Assertion 3	Minute 21/22-10 21 st June 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/07/FINAL-FC-Minutes-21.06.21.pdf
6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Yes	Annual Governance Statement Assertion 3	https://tewkesburytowncouncil.gov.uk/document-category/accounts/annual-accounts/

6.7	Did council correctly provide for the exercise of public rights? (Objective M)	Yes	Recommend that the dates for the period of exercise of public rights are also reported to council and minuted. Annual Governance Statement Assertion 4	30 th June – 10 th August 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/06/Notice-of-Public-Rights.pdf
6.8	Previous internal audit report reviewed by council and action taken where recommended?	Yes	Annual Governance Statement Assertion 7	Finance Committee Minute F.21.056 4 th November 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/05/FINAL-Finance-minutes-4.11.2021.pdf The actions were detailed.
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	Yes	Annual Governance Statement Assertion 7	Minute F.21/042 30 th September 2021 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2021/09/Notice-of-Conclusion-of-Audit.pdf No action required.

7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff &	Yes but	Recommend that the Council consider adopting a policy for GDPR for staff and Councillors.	Privacy and Safeguarding policies in place https://tewkesburytowncouncil.gov.uk/privacy-notice/

	Councillors and for the public?		Annual Governance Statement Assertion 3	https://tewkesburytowncouncil.gov.uk/?s=policy
7.2	Is the Council a Managing Trustee?	Yes	Annual Governance Statement Assertion 9	Anglo-American Garden of Remembrance & Riverside Walk & George Watson Memorial Hall
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	Yes	Annual Governance Statement Assertion 9	Meetings held at least annually. Anglo American Garden of Remembrance & Riverside Walk – no funds George Watson Memorial Hall – accounts submitted separately to the Charities Commission
7.4	Website Accessibility Statement on website home page?	Yes	Annual Governance Statement Assertion 3	https://tewkesburytowncouncil.gov.uk/accessibility-statement/
7.5	Did council formally appoint GAPTC as the Internal Auditor?	Yes	Recommend that Council confirms that the Internal Auditor is competent and independent of Council when appointing them Annual Governance Statement Assertion 6	Minute F.21.114 4 th April 2022 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/05/FINAL-Finance-minutes-4-April-2022.pdf
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?	N/A	Annual Governance Statement Assertion 3	

8. Procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments	Evidence
8.1	Minutes: a) DPIs or other interests recorded? b) published on website in draft form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	a) Yes b) Yes c) Yes	Annual Governance Statement Assertion 3	a) Minute 21/22-112 17 th January 2022 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/01/FINAL-FC-Minutes-17th-January-2022.pdf b) Draft Planning Minutes for meeting held on 4 th May 2022 – viewed on website on the 14 th May 2022 https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/05/DRAFT-Planning-Committee-Meeting-4th-May-2022-Minutes.pdf c) Environment & Amenities Committee 1 st March 2022 minutes viewed
8.2	List of members' a) responsibilities (Objective L) and b) interests held and published on the website?	a) Yes b) Yes	Annual Governance Statement Assertion 3	https://tewkesburytowncouncil.gov.uk/councillors/
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Yes	Annual Governance Statement Assertion 3	https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/05/Agenda-Pack-May-2022.pdf Agenda for meeting to be held on 16 th May 2022, published on the 10 th May 2022

8.4	Summons issued in proper format?	Yes	Annual Governance Statement Assertion 3	https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/05/Agenda-Pack-May-2022.pdf
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