

**WOLVERTON & GREENLEYS TOWN COUNCIL
INTERIM AUDIT REPORT
FOR THE PERIOD ENDED 30TH SEPTEMBER 2022**
Conducted 30TH November 2022

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Introduction

The interim internal audit was carried out on 30th November 2022. The interim audit was conducted remotely.

Summary of Work Completed

The work completed is identified in the following table below:

AREA OF WORK	WORK COMPLETED
Bank and Cash Reconciliations	<ul style="list-style-type: none">a) Bank reconciliations were reviewed and agreed each month to ensure that controls were working effectively throughout the period.b) The reconciliation for the period to 30/09/2022 was verified to the accounting data as entered onto Rialtas accounting software.c) Cash reconciliations were reviewed to the period up to 30/09/2022.
Substantive Income and Expenditure Testing	<ul style="list-style-type: none">a) A sample of income and expenditure was confirmed to supporting documentation. Receipts and payments were confirmed to the bank statements respectively.
Payroll	<ul style="list-style-type: none">a) A sample of wages was verified to supporting evidence to confirm timesheets and hours paid were in line with agreed amounts and that deductions were correctly calculated.
Risk Assessments	<ul style="list-style-type: none">a) The council's risk assessments were reviewed to ensure that due consideration has been given to identify the key and significant risks.b) To ensure that sufficient safeguards and controls are in place to mitigate identified risks.
Minutes of Meetings	<ul style="list-style-type: none">a) The minutes of meetings since the last internal audit were reviewed and any relevant information was noted.
Review of Trial Balance	<ul style="list-style-type: none">a) The trial balance was reviewed for reasonablenessb) The balances as per the trial balances were verified to the nominal ledger activity report.

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Results

The work completed is identified in the following table below:

AREA OF WORK	OBSERVATIONS/POINTS
Bank and cash Reconciliations	Bank and reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at 30 September 2022.
Substantive Income and Expenditure Testing	No issues were identified with income and expenditure testing. A sample of fifteen transactions were reviewed to supporting evidence and checked to ensure payments cleared the bank. Authorisation procedures were confirmed to be working effectively. Accounting entries were correctly recorded and posted to the correct nominal code.
Payroll	Payroll was confirmed to have been calculated correctly and reported amounts were confirmed to completed timesheets. Deductions were calculated correctly and rates of pay were in line with contracted/agreed amounts.
Risk Assessments	The Council's risk assessments were confirmed to be reasonable and safeguards are considered to be appropriate and reasonably implemented.
Minutes of Meetings	Minutes were reviewed and no pertinent issues were identified for the period under review.
Insurance	Documentation was reviewed and is expected to be sufficient to cover the requirements of the Council.
Other Observations	The trial balance report at 30 th September 2022 did not balance and was out by £181.92. The council provided a full explanation of the cause of the difference, after contacting the software team at 'Rialtas'. We expect the issue to be rectified.

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Conclusion

In our opinion the Council is keeping their books and records in order and is following internal control procedures that have been established.



A Di Lorenzo FCA
Audit Partner

*Haines Watts
First Floor, Woburn Court
2 Railton Road
Woburn Road Industrial Estate
Kempston
Bedfordshire
MK42 7PN*