

Fordingbridge Town Council
Year End Internal Audit Observations 2017



Audit visit date	Priority	Observation	Recommendation	Status	Comments
12 Jun 2017	H	Two large orders for works for fencing and car park improvements. It was noted that the Council did not formally approved the award of the works for the fencing (This apparently awarded subsequent to the meeting after a discussion between the Finance Officer and the Chair of the Amenities Committee)	Council to formally confirm and Minute the award of the fencing contract	Pending	
	H	Council has not physically undertaken a review of its assets	The Council should conduct a review of its assets, including a physical verification	Pending	
	H	The Council holds funds for the Lengthmans Scheme on behalf of other parishes. The Finance Office has monitored the total balance held but has not as yet calculated the balance held for each individual parish	Council to calculate the balance held for each of the other parishes and to confirm this balance with them. In future this should be done on an annual basis	Pending	
	L	It was noted that the draft Box 8 number – Cash & bank did not include the £250 petty cash balance. This was amended during the audit visit	Council to note	Pending	
	L	It was noted that a Direct Debit payment for £648 was recorded in Sage with a March date, when the payment was made in April. This was adjusted during the audit visit	Council to note	Pending	