

Comments and recommendations from the transaction spot checks Interim Audit Nov 25

VAT MUST be recorded/accounted for in the accounts. Items purchased by the clerk should be recorded in the accounts under the appropriate heading, not as admin expenses e.g. laptop and signs. See my comment on the main checklist point B6 about a debit card for the clerk.

My understanding is that the amount of £658 to HP is for the laptop and a service plan, as detailed in minute number 5d October 25 approval to spend although this does not appear to be detailed on the invoice. If there is a service plan, only the purchase price ex vat for the laptop should be recorded on the asset register. If not, suggest minuting an amendment when the draft October 25 minutes are confirmed at the next meeting. Recommend setting up a robust process to ensure, where appropriate, all spending should be agreed upon prior to purchase and minuted accordingly. Similarly, when payment is approved by Council. Good practice would be to add both minute numbers to the invoice. I believe the Town Council is planning to use the Scribe software system in the near future. Minute numbers can be recorded on the relevant page in Scribe which makes the process simpler.

Ensure that when seeking approval from Council for a payment to be made, it matches the amount of the approval given (Rundle invoice approved 4 x £100 + vat, amount paid £899.29).