

Millom Town Council

Internal Audit Notes for the year ended 31st March 2025

I have completed the internal audit for Millom Town Council for the year ended 31st March 2025.

I spot checked 6 months of paperwork – May and July 2024, Sept and November 2024 and February and March 2025. During these checks I was matching the payment spreadsheets to the Sage reports and accompanying copy invoices for the said months to ensure that all invoices/payments were recorded on both records here is what I found:

05/24/52 – invoice reference on spreadsheet – no invoice allocated, assumed generated automatically. Payment ref 05/24/67 to Ricky's Travel for the Haverigg Bus Service, VAT has been claimed on this –As per last years' audit, these are not subject to VAT and an adjustment should be made if not already done so. – **To be confirmed with RFO & Clerk – adjustment of £70.84 needed if not already done. Confirmed by RFO already done adjustment – 21/5/25**

The payment spreadsheet for May 2024 had been signed by 3 signatories but not dated. Just for information.

July 2024 – No VAT split out on the pension service charge – **adjustment of £4.40 to be made if not already done so** ref 07/24/110 **Confirmed adjustment done 21/5/25**

VAT is claimed on the petty cash payments when entered onto Sage, as in previous year. **Confirmed - evidence seen of this via VAT Returns and Sage records.**

September 2024 – Ref 09/24/199 VAT amount incorrect on spreadsheet – amount claimed was £4.12 and should only be £2.06, Check amount on Sage and VAT and adjust if needed. Ref 09/24/205-207 – Corona Energy – No VAT claimed on spreadsheet £8.46 to claim if not entered correctly on Sage. Onecom ref 09/24/211 no invoice amounts entered onto spreadsheet, entered onto Sage so assume VAT claimed correctly. Invoice only had one signatory on it. **All entries confirmed as correct on sage, just typo errors on spreadsheet – 21/5/25**

November 2024 – Ref 11/24/302 – Double Tee Tools – incorrect amount posted on spreadsheet, correct amount posted onto Sage so all ok for VAT purposes.

February 2025 – All entries fine. Note ref 02/24/409 not used for anything – left blank.

March 2025 - All entries ok.

Bank reconciliation at 31/3/25 agreed to bank statements. Fixed Asset register has been completed

All Payroll preparation is carried out by an external company so I am confident that all the paperwork has been prepared correctly and the payments due to HMRC are in accordance with this.

All VAT Returns have been prepared and submitted via Sage.

Query – Rent charged on Beach café rent (see guidance below):

“Rents on commercial properties are exempt from VAT (provided that you do not provide a service) unless you make an election opting to tax.” To confirm with Clerk and RFO as VAT has been charged. To be checked with CALC and adjustments made if needed.

Prepared by Vicky Bradley -17/5/25 updated 21/5/25