

The Lee Parish Council
Year End Internal Audit Observations 2018



Audit visit date	Priority	Observation	Recommendation	Status	Comments
18 May 2018	M	The Council approved the precept at a meeting held on 10th January 2017. The Minutes of the meeting refer to a 20% increase in the precept, but do not record the actual value of the precept raised	The Council should ensure that when approving the precept the actual value of the precept to be requested is recorded in the Minutes	Pending	
	M	The Council did not receive income in respect of a VAT reclaim during the 2017-18 financial year (a claim was received in April 2018)	The Council should ensure that claims for VAT refunds are made promptly after the conclusion of the year end audit.	Pending	
	M	It is not currently practice for invoices to be signed / certified as approved as is required under paragraph 5.3 of the Councils Financial Regulations	Invoices should be signed /certified as required under the Councils Financial Regulations	Pending	