

Annual internal audit report to:

Name of body: Burry Port Harbour Authority

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2016.

The internal audit has been carried out in accordance with the Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As a service within Carmarthenshire CC the Main Accounting System is used. MAS review found to be satisfactory
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Testing of individual transactions concluded that all payments tested were accounted for in the correct period and were supported. However, it is to be noted that issues have been raised for the wider Coastal Facilities Review that improvements are required in following financial procedure rules.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Burry Port Harbour as a service within Carmarthenshire CC prepare and monitor Business Plans
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Budget monitoring reviewed for Carmarthenshire CC, which Burry Port Harbour is a service within this arrangements. Overall budget monitoring arrangements are satisfactory
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.		✓	<input type="checkbox"/>	<input type="checkbox"/>	Issue identified through the wider Coastal Facilities Review where improvements are required for recording and reconciling income. Arrangements are in place to review the procedures at all Coastal Facilities and improvements to be implemented From testing carried out income charges have not always been made at the maximum fee rate for mooring fees. Evidence of approval was not provided for these variances identified. From the sample tested the income

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					amount is potentially understated by £1,700.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	There is no petty cash advance in relation to Burry Port Harbour.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Burry Port Harbour being a service within the County the staff are paid through Carmarthenshire CC Payroll system. Payroll system reviewed and arrangements for paying salaries are considered satisfactory
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Investment is carried out County wide and there is no specific investment programme for Burry Port Harbour. Investments review was found to be satisfactory. The sample testing carried out proved satisfactory, however it is to be noted that there is an issue to be addressed by the wider Coastal Facilities Review in updating and maintaining a complete inventories list of equipment held.

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	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Burry Port Harbour is a service within Carmarthenshire CC the arrangements for Carmarthenshire's are Bank reconciliations arrangements were reviewed. Procedures found to be satisfactory
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample testing carried out, all accounted for in the correct period
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

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	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2014-15 and 2015-16. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: H Pugh

Signature of person who carried out the internal audit: signature required

Date: 12/09/2016

