

INTERNAL AUDIT REPORT FOR
Wallingford Community Association Ltd
(Centre 70)

1st August 2019-31st July 2020

Completed: 12th November 2020

BY M Taylor

INTERNAL AUDIT REPORT FOR
Wallingford Community Association (Centre 70) Ltd 2020

Background

This report records detail of the work undertaken for Wallingford Community Association (Centre 70) Ltd concentrating mainly on the charities internal financial controls

The aims of internal financial controls are:

- to protect the charity's assets
- to identify and manage the risk of conflicts of interest, loss, waste, bribery, theft or fraud
- to ensure that financial reporting is robust and of sufficient quality
- to ensure that the trustees comply with charity law and regulation relating to finance

Internal Audit Approach

In conducting this review, I have paid due regard to the individual audit trail of the charities transactions from their original sources and susceptibility to potential misrecording or misrepresentation in the final year end report. My recommendations are to give assurance that the Charity's financial systems are robust and of sufficient quality.

1. Review of Expenditure

The objective is to ensure that the accounting records are being maintained accurately and currently

Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;

Having tested a sample of payments from the period of August 2019 to July 2020, individually and in excess of £1,500 along with regular payments of Direct Debits, the samples be correct and in order, corresponding to the Bank Statements accordingly. Each tested sample has been signed for approval of payment and marked off when complete. All Expenditure recorded matched with both the Supplier invoice and payment made.

Conclusions

During my sample testing I can conclude; there were two payments to Castle Water during the month of March 2020. (Noted; direct debit increased as of 30th March 2020) Also, I was unable to locate an invoice relating to waste removal during the month of October 2019 from Grundon Waste, otherwise I am pleased to record that no further issues have been identified during this stage of review.

2. Review of Income

Wallingford Community Centre receives income mainly from hiring of rooms and rental from parking spaces. Invoice and Credit Notes sample testing – In this area a sequence check was completed to ensure Invoice and Credit Note numbers were issued and in order. Arithmetic checks were also carried out and all invoices paid where checked against the Bank Statement for completeness of the transaction.

During my sample testing for the required period; Invoices were filed in sequence order and match concurrently with the Bank Statement and Credit Notes have been issued and filed accordingly. Outstanding invoices had been actioned with reminders throughout the financial year for payment and filed ready for completion.

Petty cash

No petty cash documents were presented for review.

Conclusions

During my sample testing I can conclude; Income was significantly reduced throughout the months of April-July 2020 due to COVID-19, otherwise I am pleased to record that no issues have been identified during this stage of review.

4. Review of Staff Salaries

In examining the charity's payroll; Wallingford Community Centre has one member of staff, and additional cover in place if absence occurs, whom is paid at a rate of £250 per month. 11 payments were made throughout the period via cheque totalling £2,750. All corresponding with the cheque book and Bank Statement.

Conclusions

During my sample testing I can conclude; I am pleased to record that no issues have been identified during this stage of the review.

5. Investments

COIF Accounts-

The charity holds 4 accounts with COIF total assets recorded £59,122.74; to conclude all accounts are now balanced to date in line with the financial year end 31.07.2020.

Overall Conclusion

I am pleased to conclude that, in the areas examined the Charity operates an effective system of controls to ensure all financial transactions are free from material misstatement and are recorded efficiently.

Wallingford Community Association (Centre 70) Limited

Company no 10716203

Registered Charity No 271843

Income & Expenditure for year ending 31.7.2020

Current account balance 31.7.19	£73,215.35		
<u>Income</u>		<u>Expenditure</u>	
Rent	£18,644.99	Donations (cleaner)	£2,750.00
Parking	£200.00	Pub utilities	£4,332.95
Donations/grants	10525.00	Repairs/maint	£1212.74
Fund raising	£140.00	Insurance	£1,791.32
Other	£149.97	Sundries	£3,280.69
Total Income	£29,659.96	Total expenses	£13,367.70

Excess of income over expenses is £16,292.26 (£29,659.96 less £13,367.70)

Current balance at 31.7.20 - £89,507.61.

Balance at 31.7.19 - £73,215.35

£73,215.35 plus this year's profit of £16,292.26 = £89,507.61

Nuala Clements Director/Treasurer

Accounts examined by

COIF Accounts at 31.7.20

COIF Account No 881810001C	£21,195.02
COIF Account No 881810001R	£3,720.84
COIF Account No 881810002R	£17,244.79
COIF Account No 881810001T	£16,962.09
Total	£59,122.74

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