

Good Practices

The following points were noted:

1. Annual Precept of £30097 was prepared in detail and approved at a council meeting held on the 14th December 2020 (Financial Regulations paragraphs 3.1 and 3.2 – Council Minutes item 9).
2. Annual Accounts and End of Year Budget Review to 31st March 2021 were circulated and approved at a council meeting held on the 14th June 2021 (Financial Regulations paragraph 2.3 – Council Minutes item 7).
3. Internal Auditor's Report for the year ending 31st March 2021 was approved at a council meeting held on the 14th June 2021 (Financial Regulations paragraphs 2.6 and 2.10 – Council Minutes item 7).
4. Council minutes on the 14th June 2021 stated that last year's Annual Audit Return and Certificate had been seen by the Parish Councillors and that they had been approved and accepted (Financial Regulations paragraph 2.3 – Council Minutes item 7).
5. The AGAR timetable in respect of the financial year ending 31st March 2021 stating the dates during which the audited accounts were available for public inspection were detailed at a council meeting held on the 14th June 2021 (Financial Regulations paragraph 2.9 – Council Minutes item 7). Furthermore, the authority correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations as evidenced by the notice published on the council's website.
6. Council Minutes on the 11th October 2021 confirmed receipt of the external auditor's report and noted his comments (Financial Regulations 2.10 – Council Minutes item 6).
7. Annual VAT return was completed, submitted and refund payment received (Financial Regulations paragraph 9.8).
8. Irregular bank reconciliations are completed by the RFO and are then approved at the relevant council meetings (Financial Regulations 2.2). Also see point 1 above under "Points to Note".
9. Irregular budget reports are completed by the RFO. They were then reviewed and agreed at council meetings on the 13th September 2021, 8th November 2021 and 13th December 2021 (Council Minutes items 6, 6 and 6 respectively). Also see points 2 and 3 above under "Points to Note".
10. Monthly Schedules of Payments requiring authorisation have been prepared and where authorised a minute has been included in the minutes of that month's council meeting (Financial Regulations 5.2).
11. Cheque stubs are initialled by the cheque signatories (Financial Regulations 5.3 and 5.4). Cheques are rarely used having been replaced by online payments which should be authorised by 2 Authorised Signatories (Financial Regulations Section 6). Also see point 4 above under "Points to Note".
12. Income is collected in a timely manner and deposited with the Council's bankers (Financial Regulations 9.5).
13. The level of reserves is not considered excessive.
14. The clerk's contract and salary were reviewed and approved at a council meeting held on the 17th May 2021 (Financial Regulations paragraphs 7.1 and 7.3– Council Minutes item 15).
15. Fixed Asset Register was approved at a council meeting held on the 10th January 2022 (Financial Regulations 12.6 – Council Minutes 13). Zurich Insurance policy (P/N YL-272027-8713) is in place for Public Liability, Employers' Liability and asset insurance (Financial Regulations paragraph 13.1).
16. Standing Orders were reviewed. They were then approved at a council meeting held on the 10th January 2022 (Council Minutes item 12).
17. Financial Regulations were reviewed. They were then approved at a council meeting held on the 10th January 2022 (Financial Regulations paragraph 15.1 - Council Minutes item 14).
18. Financial regulations (sections 10 and 11) show that a tender process has been documented.
19. Banking Arrangements were last reviewed and approved at council meetings on the 9th October 2019. (Financial Regulations 5.1 – Council Minutes item 6). Also see point 5 above under "Points to Note".
20. Risk Assessment Strategy was approved at a council meeting held on the 10th January 2022 (Financial Regulations paragraphs 14.1 and 14.2 – Council Minutes item 15).
21. Appointment of the Internal Auditor was approved at a council meeting held on the 14th February 2022 (Financial Regulations paragraph 2.5 – Council Minutes item 7).
22. Terms of Reference for the Internal Auditor were approved at a council meeting held on the 14th February 2022 (Financial Regulations paragraph 2.4 – Council Minutes item 7).
23. Annual Precept of £18450 was prepared in detail and approved at a council meeting held on the 13th December 2021 (Financial Regulations paragraphs 3.1 and 3.2 – Council Minutes item 7).