

od Practices

The following points were noted:

1. Annual Precept for 2020/21 of £36831 was prepared in detail and approved at a council meeting held on the 8th January 2020 (Financial Regulations paragraphs 3.1 and 3.2 – Council Minutes item 7).
2. Annual Accounts and End of Year Budget Review to 31st March 2020 were circulated and approved at a council meeting held on the 13th July 2020 (Financial Regulations paragraph 2.3 – Council Minutes item 7).
3. Internal Auditor's Report for the year ending 31st March 2020 was approved at a council meeting held on the 13th July 2020 (Financial Regulations paragraphs 2.6 and 2.10 – Council Minutes item 7).
4. Council minutes on the 13th July 2020 stated that last year's Annual Audit Return and Exemption 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 RFO has confirmed that the council certified themselves as exempt last year so no external audit was completed (a copy of the certificate is on the council's website).
6. The AGAR timetable in respect of the financial year ending 31st March 2020 stating the dates during which the audited accounts were available for public inspection were detailed at a council meeting held on the 13th July 2020. (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.
7. Annual VAT return was completed, submitted and refund payment received (Financial Regulations paragraph 9.8).
8. Regular bank reconciliations are completed by the RFO and are then approved and signed at the relevant council meetings (Financial Regulations paragraph 2.2).
9. Budget reports are completed by the RFO on a regular basis and then approved and signed at relevant council meetings (Financial Regulations paragraphs 3.3 and 4.7).
10. Council minutes state that the annual budget is reviewed every quarter when actuals are compared to individual budget lines (Financial Regulations paragraphs 3.3 and 4.7).
11. 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).
12. Cheque stubs are initialled by the cheque signatories (Financial Regulations 6.6). Cheques are no longer used having been replaced by online payments which should be authorised by two Councillors (Financial Regulations paragraph 6.4). A random sample of transactions was undertaken to confirm that payments were made in accordance with the Council's bank mandate.
13. Income is collected in a timely manner and deposited with the Council's bankers (Financial Regulations 9.5).
14. The level of reserves is not considered excessive.
15. The clerk's contract and salary were reviewed and approved at a council meeting held on the 14th December 2020 (Financial Regulations paragraphs 7.1 and 7.3– Council Minutes item 7).
16. Fixed Asset Register was approved at a council meeting held on the 9th November 2020 (Financial Regulations 12.6 – Council Minutes 8). Zurich Insurance policy (P/N YLL-272027-8713) is in place for Public Liability, Employers' Liability and asset insurance (Financial Regulations paragraph 13.1).
17. Standing Orders were reviewed. They were then approved at a council meeting held on the 14th December 2020 (Council Minutes item 8).
18. Financial Regulations were reviewed. They were then approved at a council meeting held on the 9th November 2020 (Financial Regulations paragraph 15.1 - Council Minutes item 8).
19. Financial regulations (sections 10 and 11) show that a tender process has been documented.
20. Banking Arrangements were last reviewed and approved at council meetings on the 9th October 2019. (Financial Regulations 5.1 – Council Minutes item 6).
21. Risk Assessment Strategy was approved at a council meeting held on the 9th November 2020 (Financial Regulations paragraphs 14.1 and 14.2 – Council Minutes item 8).
22. Appointment of the Internal Auditor was approved at a council meeting held on the 8th March 2021 (Financial Regulations paragraph 2.5 – Council Minutes item 9).
23. Terms of Reference for the Internal Auditor was approved at a council meeting held on the 8th March 2021 (Financial Regulations paragraph 2.4 – Council Minutes item 9).
24. 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).