

1 Practices

the following points were noted:

1. Annual Precept for 2019/20 of £8604 was prepared in detail and approved at a council meeting held on the 12th December 2018 (Financial Regulations paragraph 3.1 and 3.2 – Council Minutes item 7).
2. Annual Accounts to 31st March 2019 were circulated and approved at a council meeting held on the 15th May 2019 (Council Minutes item 10).
3. Internal Auditor's Report for the year ending 31st March 2019 was approved at a council meeting on the 15th May 2018 (Financial Regulations paragraph 2.6 and 2.10 – Council Minutes item 10).
4. Council minutes on the 15th May 2019 stated that last year's Annual 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 10).
5. The RFO has confirmed that the actions requested by the external auditor in relation to last year's audit have been carried out and noted at a council meeting held on the 11th September 2019 (Financial Regulations 2.10 – Council Minutes item 11).
6. Annual VAT return was completed, submitted and refund payment received (Financial Regulations paragraph 9.8).
7. Regular bank reconciliations are completed by the RFO and are then approved at the relevant council meetings.
8. Budget reports are completed by the RFO on a regular basis and are then approved at relevant council meetings (Financial Regulations paragraphs 3.3 and 4.7).
9. 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 paragraphs 5.2 and 7.2).
10. Cheque stubs are initialled by the cheque signatories (Financial Regulations paragraph 6.6).
11. Income is collected in a timely manner and deposited with the Council's bankers (Financial Regulations paragraphs 9.1, 9.5 and 9.6).
12. The level of reserves is not considered excessive following explanations from the RFO, which are also reflected in the "Explanation of Variances" pro-forma.
13. The clerk's contract and salary were reviewed and approved at a council meeting on the 11th September 2019 (Financial Regulations paragraph 7.1 and 7.3 – Council Minutes item 5).
14. Fixed Asset Register was approved at a council meeting on the 11th December 2019 (Financial Regulations 12.6 - Council Minutes item 9). Zurich insurance policy (P/N YLL-272027-8713) is in place for Public Liability, Employers' Liability and asset insurance (Financial Regulations paragraph 13.1).
15. Standing Orders were approved at a council meeting on the 12th September 2018 (Council Minutes item 7).
16. Financial Regulations were approved at a council meeting on the 11th December 2019 (Financial Regulations paragraph 15.1 - Council Minutes item 8).
17. Financial regulations (Sections 10 and 11) show that a tender process has been documented.
18. Banking arrangements were reviewed and approved at a council meeting held on the 9th October 2019 (Financial Regulations 5.1 – Council Minutes item 6).
19. Risk Assessment Strategy was approved at a council meeting held on the 12th February 2020 (Financial Regulations paragraph 14.1 – Council Minutes item 8).
20. Appointment of the Internal Auditor was approved at a council meeting held on the 8th January 2020 (Financial Regulations paragraph 2.5 – Council Minutes item 7).
21. Terms of Reference for the Internal Auditor was approved at a council meeting on the 8th January 2020 (Financial Regulations 2.4 – Council Minutes item 7).
22. 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 paragraph 3.1 and 3.2 – Council Minutes item 7).