

Bretherton Parish Council – Year Ended March 2015

Audit Report to the Members of the Council.

I have audited of the books of account and associated reports for Bretherton Parish Council for the twelve months ended 31st March 2015 and detail below my observations;

The prime entries are fully recorded and flow through to summaries from which monthly accounts and the Annual Return are compiled.

The audit was concerned with internal controls and ensuring that they were fit for purpose but the major amount of time was spent following the audit trail from original entry through to final accounts.

During the audit the following checks were carried out;

1. Annual Precept
2. Expenditure documentation (invoices) with a 100% check.
3. Income analysis along with supporting documentation where.
4. Scrutinise council minutes for exceptional activity.

The monthly financial submissions to council now include a **Bank Reconciliation** and a **Financial Monitoring Schedule** which effectively gives council an accurate overview of the financial state of the parish council.

Full council at their meeting held February 2014 agreed the **Parish Precept**. This was prepared to a documented timetable and reported against at each council meeting.

A **Risk Assessment** was carried out in April 2015. **Standing Orders** (October 2014) and **Financial Regulations** (May 2012) are still current and adopted by council

Bank Balances at the end of March 2015 were £16.5k; at the end of the prior year the balance was £13.8k.

The Audit Commission has in the past expressed the opinion that Reserves (bank balances) should be between 25% and 100% of gross expenditure unless earmarked for specific projects. Bretherton gross expenditure was £11.5k.

With specifically identified reserves needed of £12.4k it can be demonstrated that the reserves (bank balances) are not excessive.

Other

All financial documents show evidence of having been scrutinised and initialled/signed by members of the council.

Financial Regulations and Standing Orders are both current. The books are maintained to a high standard and give an audit trail from original entry through to the final accounts.

Asset Register

The accounts identify £109.7k of fixed and long-term assets (prior year £108.1k).

A detailed list of assets is available with the Annual Return.

Summary

All significant financial movements are explained in notes prepared by the clerk and attached to the Annual Return.

John R Lawson

18th April 2015