

Good Practices

The following points were noted:

1. Annual Precept of £13010 was prepared in detail and approved at a council meeting held on the 5th February 2018 (Financial Regulations paragraph 2.3 – Council Minutes item 182/17).
2. Annual Accounts to 31st March 2018 were circulated and approved at a council meeting held on the 14th May 2018 (Council Minutes item 30/18).
3. Internal Auditor's Report for the year ending 31st March 2018 was approved at a council meeting on the 4th June 2018 (Financial Regulations paragraph 4.8 – Council Minutes item 58/18).
4. Council minutes on the 4th June 2018 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 4.3 – Council Minutes item 58/18).
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. Annual VAT return was completed, submitted and refund payment received (Financial Regulations paragraph 9.8).
7. Monthly bank reconciliations are completed by the RFO and are then approved and signed at the relevant council meetings.
8. Budget reports are completed by the RFO on a regular basis and are then approved and signed at relevant council meetings (Financial Regulations paragraphs 2.4 and 3.3).
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 5.3).
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.
13. The clerk's contract and salary were reviewed and approved at a council meeting on the 4th June 2018 and 4th February 2019 (Financial Regulations paragraph 7.1 – Council Minutes items 75/18 and 208/18 respectively).
14. Fixed Asset Register was approved at a council meeting on the 14th May 2018 and 3rd January 2019 (Council Minutes items 36/18 and 184/18 respectively). AXA insurance policy (P/N RGBDX6962034) is in place for Public Liability, Employers' Liability and asset insurance (Financial Regulations paragraph 15.1).
15. Standing Orders were approved at a council meeting on the 14th May 2018 (Council Minutes item 33/18).
16. Financial Regulations were approved at a council meeting on the 14th May 2018 (Financial Regulations paragraph 18.1 - Council Minutes item 37/18).
17. Financial regulations (Sections 10, 11 and 12) show that a tender process has been documented.
18. Risk Assessment Strategy was approved at a council meeting held on the 14th May 2018 (Financial Regulations paragraph 17.3 – Council Minutes item 34/18).
19. Appointment of the Internal Auditor was approved at a council meeting held on the 4th February 2019 (Financial Regulations paragraph 4.4 – Council Minutes item 194/18).
20. Terms of Reference for the Internal Auditor was approved at a council meeting held on the 4th February 2019 (Financial Regulations paragraph 4.4 – Council Minutes item 194/18).