



## Cholesbury Cum St Leonards Parish Council Annual Return 2016

Requirement	Internal Audit Comments	Conclusion
<b>A</b> Appropriate books of account have been properly kept throughout the year.	The Council maintains its accounts using excel which is common for councils of this size. Generally the accounts were found to be well maintained	<b>YES</b>
<b>B</b> The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for	The Council reviewed its Financial Regulations at a meeting held in April 2016. These regulations include reference to the new Public Contract Regulations which require the use of Contracts Finder for contracts above £25,000.	<b>YES</b>
<b>C</b> The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	The Council maintains a risk register. This was reviewed by the Council at a meeting held on 23 <sup>rd</sup> November 2015	<b>YES</b>

	Requirement	Internal Audit Comments	Conclusion
<b>D</b>	<p>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<p><b>Observation:</b> The Council approved an amount of 'Precept (including any grants)' at a meeting held in November 2015. The total amount was £9,800. The value of precept actually received was £9,720 (compared to a prior year precept of £9,688). It appears therefore that the actual value of the precept if not being set by the Council, but by the District Council.</p> <p><b>Recommendation:</b> The Council should ensure that it formally sets the Precept for the Parish. If necessary the Parish should delay setting the precept until it is advised by the District Council what the level of grant funding is to be.</p> <p><b>Observation:</b> It was noted that budget working papers do not separately identify the precept from the grant. Consequently the working papers indicate a constant 'precept' amount of £9,800 when, in fact, the precept (tax) raised by the parish has increased each year since 2014.</p> <p><b>Recommendation:</b> The budget working papers should separately identify the precept (tax) raised by the parish and the grant element.</p> <p><i>[A review of the Minutes of January 2016 indicate that the precept for 2016-17 was correctly Minuted and correctly recorded in the budget]</i></p>	<b>YES</b>
<b>E</b>	<p>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p>	<p>The Council is not VAT registered and does not make VATable supplies</p>	<b>YES</b>
<b>F</b>	<p>Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.</p>	<p>The Council does not maintain a Petty Cash</p>	<b>N/A</b>

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<b>G</b> Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	The Council uses HMRC Tools to process payroll. There were not payments due or paid to HMRC during the year.	<b>YES</b>
<b>H</b> Asset and investments registers were complete and accurate and properly maintained.	The Council maintains an asset register. During the year it has been updated to to include a pole for the speed detector equipment.	<b>YES</b>
<b>I</b> Periodic and year-end bank account reconciliations were properly carried out.	A year end bank reconciliation has been carried out and subject to independent review.	<b>YES</b>
<b>J</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	The Council reports on a receipts and payments basis which is permitted for Councils of this size, consequently at year end there are no debtors and creditors recorded.	<b>YES</b>
<b>K</b> Trust funds (including charitable) The council has met its responsibilities as a trustee.	The Council does not act as Trustee	<b>N/A</b>