

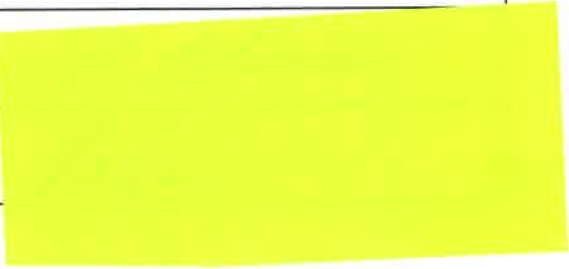
Stourmouth Parish Council

Financial Year ending 31st March 2018

Bank Reconciliation

Prepared by Pat Coleman Clerk
Mike Coleman Chair
Date 16th April 2017

	£	£
Balance per bank statements as at 31st March 2018		
Current Account	4,334.24	
Deposit Account	0.00	
		4,334.24
Petty Cash float		54.28
Unpresented cheques at 31st March 2018		
KALC GRANT	402.30	402.30
Unbanked Cash	0.00	
		0.00
Net Balances as at 31st March 2018		4,790.82
CASH BOOK:		
Opening Balance 1st April 2017		6,648.94
Receipts		6,450.90
Payments		(8309.02)
Closing Balance as at 31st March 2018		4,790.82

Name	Position	Signed
Pat Coleman	Clerk	
Mike Coleman	Chairman	

Annual Internal Audit Report 2017/18

STORMBOTH PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28 04 18

Name of person who carried out the internal audit

ERIC P. J. FEWKEE APAA

Signature of person who carried out the internal audit

[Redacted Signature]

Date

28 04 18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Stourmouth Parish Council

Accounting Statements 2017/18

	Year ending				Explanation of Variance
	31 March	31 March	Variance		
	2017	2018	£	%	
	£	£	£	%	
1. Balances brought forward	5,796	6,649			
2. Precept	6,027	6,049	22	0.4%	
3. Total other receipts	990	402	-588	-59.4%	TRANSPARENCY FUND GRANT
4. Staff costs	1,750	1,830	80	4.6%	ADDITIONAL WORK DUE TO TRANSPARENCY REQUIREMENTS
5. Loan interest/capital repayments	0	0	0	0.0%	
6. All other payments	4,414	6,479	2,065	46.8%	PURCHASE OF DEFIBRILLATORS
7. Balances carried forward	6,649	4,791			
8. Total value of cash and short term investments	6,649	4,791			
9. Fixed assets & long term investments and assets	9,935	13,698	3,763	37.9%	ADDITION OF TWO DEFIBRILLATORS
10. Total borrowings	0	0	0	0.0%	
11. (For Local Councils only) Disclosure note re Trust funds (including charitable)			Yes	No	
				✓	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by the Responsible Finance Officer

[Redacted Signature]

Date

21/5/18

I confirm that these Accounting Statements were approved by this authority on this date:

21st May 2018

and recorded as minute reference

2018/10

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[Redacted Signature]