

Earnley Parish Council

Financial Review Quarter to June 30, 2017

This review does not replace either internal or external audits which will be reported on separately. It was carried out in accordance with the Internal Audit Report in order to reduce risk and with section 2.2 (page 5) of EPC's Financial Regulations.

Made the following checks:

1. The cashbook was updated to the end of the quarter. All entries were reasonable with clear descriptions, analysis columns cross cast and all cleared items agreed with bank statements.
2. The bank reconciliation to 30 June 2017 was in order – reconciled to Cashbook
3. Main priority was to check the Fete accounts. Small difference between the banked receipts from the fete and the pay in sheets, partly due to netting off of some payments made on the day. However the difference is only £17.92 and I am fully satisfied the cash received on the day was properly counted and accounted for by the Parish Clerk and a Councillor. The clerk's hours worked on the fete (inc. employer's pension costs) were fully charged to fete expenditure. Receipts were slightly higher than last year (exc. CDC grant) and non salary expenditure was lower.
4. Checked that the salary payments were correct. Clerk's salary now on pay scale 24 (£21,962 per annum for 37 hour week, inc. 1% pay increase) as agreed by the PC Employment Committee – for a 10hr per week contract this amounts to a gross calendar monthly salary of £494.65.
5. Checked the VAT reclaim covering the whole of the financial year 2016/17. Noted that there were a small number of items (less than £20 in total) that could be claimed on the next return.
5. Noted that budgeted expenditure (excluding Earnley Fete) was broadly in line with budget except for Sundry Costs where the cost of the recent litter picking exercise may take the budget over for the year, but the sums are not material.

I am fully satisfied that the accounts continue to present a true and accurate picture of Earnley Parish Council's finances.

Robert Carey
19 June 2017