EARNLEY PARISH COUNCIL

Basic and Intermediate levels

Item	Included Y/N or response	
1.	State the basis of accounts – Income and Expenditure (I&E) or Receipts and Payments (R&P)	R&P
2.	Bank reconciliation (note a pro-forma is available on our website).	Υ
3.	Explanations of significant Variances: For boxes 2 – 10 in the Accounting Statements, where the 2018 figure is 15% greater than, or 15% less than, the 2017 figure unless the variance is less than £500	Y
4.	A Reconciliation between boxes 7 and 8 – this must be quantified.	N/A
5.	An explanation of any 'No' answers in Section 1 (Annual Governance Statement)	N/A
6.	An explanation of any 'No' answers in the Annual Internal Audit Report.	N/A
7.	An explanation of the level of reserves held if more than twice the total income of the Authority.	Υ
8.	Whether you use the general power of competence.	Υ
9.	The dates for the period for the exercise of public rights.	Υ
10.	This sheet, duly completed	Y

Intermediate level only

The	additional information required for Intermediate Level Reviews	Included Y/N or response
11.	If last year's limited assurance review was qualified to any degree or contained other matters, please advise on what action has been taken AND supply the relevant minute references.	2016/17 Accounts restated as required. Minute Ref: 71.17(d) & 89.17(d)
12.	Provide a copy of the terms and scope of engagement of the Internal Auditor and dates of any reports provided by him (other than the completion of the AGAR). If none, state 'NONE'.	
13.	If the greater of Gross Income and Expenditure exceeded £1M:	
	a. outline the budget setting process.	
	b. provide the minute approving the budget and the precept.	

Direct Payment		authorisation code	authorisation code	
East Wittering & Bracklesham Parish Council	22.00	CC:802409981	SS:269550905	room hire - 15th June 2017
North Mundham Parish Council	107.90	CC:802409981	SS:269550905	Training costs - Health & Safety, Legal & Finance and Data Protection
Mrs Louise Chater	24.02	CC:802409981	SS:269550905	Expenses
Cheque Payment			cheque No	
St Wilfrids Hospice	514.12			Grant - Earnley Fete
Earnley Church	515.12			Grant - Earnley Fete
RNLI	516.12			Grant - Earnley Fete

- c) Financial Statement On a proposal by Cllr. Carey, the financial statements for May and June 2017 were accepted.
- d) Assets Register on a proposal by Cllr. Stant, it was RESOLVED CLERK to adopt the updated Assets Register; this would be submitted to the insurance company.

e) Annual Return year ended 31st March 2017 - it was noted that the inspection period had now closed.

- f) Budget Monitoring year ended 31st March 2018 no action was currently required.
- g) Ill Health Insurance On a proposal by Cllr. Carey, it was RESOLVED to sign the service order and direct debit mandate.
- h) Transparency Act Requirements the required data had been uploaded to the website. It was agreed that Cllr. Charter and the Clerk would investigate the grant funding available.

i) Finance Review - first quarter report attached.

CC/CLERK

72 17 ENVIRONMENTAL MATTERS

 Flood Prevention Update - Cllr. Carey reported that the work opposite First Avenue had been completed. Cllr. Carey would now press West Sussex County Council to clear the culvert.

Diversion project across Batchmere Road quotes had been obtained and approved by the Environment Agency, the application to close the roads had been submitted and it is expected work will be completed in September.

Earnley Rife the permit to allow work to carried out on the rife had been applied for.

 Public Rights of Way update - Cllr. Stant reported he had walked most of the routes. He considered that there was a distinct lack of signage on some of the routes and tourists would get lost on

Direct Debit				
Anvil Mobile	11.60		3	Phone usage July 2017
Standing Order				
Mrs Louise				
Chater	437.97			Salary month 5
West Sussex				
County Council		SS:		Pension contribution
Pension Fund	326.58	926689738	KM: 379818687	Month 5
Direct		authorisation	authorisation	
Payment		code	code	
Mrs Louise		SS:		additional salary
Chater	470.64	926689738	KM: 379818687	month 5
Legal &		SS:		additional III Health
General	17.15	926689738	KM: 379818687	insurance premium
19 September		A CONTRACTOR OF THE PERSON OF		
2017	Total			
Direct Debit				
				Phone usage August
Anvil Mobile	8.41			2017
Barclaycard	71.94			August 2017
Standing				
Order				At-
Mrs Louise		KM:		
Chater	449.56	475674812	CC: 89945803	Salary month 6
West Sussex				
County Council		KM:		Pension contribution
Pension Fund	138.81	475674812	CC: 89945803	Month 6
Direct		authorisation	authorisation	
Payment		code	code	
	445.00	KM:		DAVE
HMRC	415.90	475674812	CC: 89945803	PAYE
				Audit fees year
PKF Littlejohn	1 202 1200	KM:		ended 31 March
LLP	120.00	475674812	CC: 89945803	2017

On a proposal by Cllr. Carey, it was RESOLVED to may payment and sign the cheques listed below:

Cheque Payment	Total	cheque No	
			Parish Assembly
Mrs S Simpson	19	9.50 300342	Expenses

- c) Financial Statement On a proposal by Cllr. Carey, it was RESOLVED to accept the financial statements for July & August 2017
- d) Annual Return year ended 31st March 2017- Auditors Report and Certificate it was noted that the auditor had qualified the audit as we had omitted to update the Assets Register with the replacement bus shelter. It was noted that this issue had already been rectified. However, it was noted that the annual return will need to be restated for year ended 31 March 2018.
- e) Annual Return year ended 31 March 2017 Notice of Conclusion of Audit was published on 11th September 2017.