

Earnley Parish Council

Interim Finance Review – 20 January 2016

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 third quarter as at 31 December 2015. All entries were reasonable with clear descriptions, analysis columns cross cast and all cleared items agreed with bank statements. Precept received (100%) agreed to budget of £14,350.
2. Spot checked a number of original vouchers (bills, invoices), including clerk's expenses and Alto Card expenses.
3. The bank reconciliation to 31 December 2015 was in order – opening agreed to closing balance from year end accounts, receipts and payment totals agreed to cashbook, as did unrepresented cheques (reconciling items). Agreed that one small unrepresented cheque over 6 months old needs to be cancelled.
4. The Council agreed to increase the Clerk's salary to spinal point 23 (FTE of £20,849 pa) w.e.f 1/10/15 – minute number 78.15. Based on 37 hours per week FTE and for 10 hours per week per the Clerk's contract, this equates to a gross salary pcm of £469.80. Checked payslips and the new salary has been correctly processed.
5. Budget Statement agreed to cashbook and Alto Card statement and properly cross cast. The actual expenditure against budget (as approved, including virements) was reasonable.
6. Signed off Alto Card expenditure and agreed that a voucher number column needs to be added to the Alto Card Excel tab.
7. Agreed need to complete claim for VAT refund to HMRC – will check once finalised

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

Robert Carey