

Earnley Parish Council

Financial Review Quarter to June 30, 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 quarter as at 30 June 2016. All entries were reasonable with clear descriptions, analysis columns cross cast and all cleared items agreed with bank statements. 50 % of the annual precept received (£7,405) in accordance with the agreed budget. Noted an overpayment of pension costs of £127.69, which the clerk is following up.
2. Spot checked a number of original vouchers (bills, invoices).
3. The bank reconciliation to 30 June 2016 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). Checked Alto Card Reconciliation, which included a cash holding of £7.81
4. Checked that the salary payments were correct. Clerk's salary now on pay scale 24 (£21,745 per annum for 37 hour week) as agreed by the PC Employment Committee.
5. Checked Earnley Fete account – all receipts banked (£2,218.28), expenditure reconciled to Cashbook and Alto Card account.
6. Noted that we will overspend on salary costs for the year – 50% of Fete time plus extra hours' payment. Agreed to present virement options to the full council. Noted that undesignated cash reserves over 50% of 2016/17 budget – in excess of one thousand pounds more than 50%.

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

Robert Carey