

## EARNLEY PARISH COUNCIL

### Basic and Intermediate levels

Item required.	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).	Y
3. Explanations of significant Variances:  <i>For boxes 2 – 10 in the Accounting Statements, where the 2018 figure is 15% greater than, or 15% less than, the 2017 figure <b>unless</b> the variance is less than £500</i>	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.	Y
8. Whether you use the general power of competence.	Y
9. The dates for the period for the exercise of public rights.	Y
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 <b>AND</b> 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 to adopt the updated Assets Register; this would be submitted to the insurance company. **CLERK**
- e) Annual Return year ended 31<sup>st</sup> March 2017 - it was noted that the inspection period had now closed.
- f) Budget Monitoring year ended 31<sup>st</sup> 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. **CC/CLERK**
- i) Finance Review - first quarter report attached.

## 72.17 ENVIRONMENTAL MATTERS

1. 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 be carried out on the rife had been applied for.

2. 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



<b>Direct Debit</b>				
Anvil Mobile	11.60			Phone usage July 2017
<b>Standing Order</b>				
Mrs Louise Chater	437.97			Salary month 5
West Sussex County Council Pension Fund	326.58	SS: 926689738	KM: 379818687	Pension contribution Month 5
<b>Direct Payment</b>				
Mrs Louise Chater	470.64	SS: 926689738	KM: 379818687	additional salary month 5
Legal & General	17.15	SS: 926689738	KM: 379818687	additional Ill Health insurance premium
19 September 2017	Total			
<b>Direct Debit</b>				
Anvil Mobile	8.41			Phone usage August 2017
Barclaycard	71.94			August 2017
<b>Standing Order</b>				
Mrs Louise Chater	449.56	KM: 475674812	CC: 89945803	Salary month 6
West Sussex County Council Pension Fund	138.81	KM: 475674812	CC: 89945803	Pension contribution Month 6
<b>Direct Payment</b>				
HMRC	415.90	KM: 475674812	CC: 89945803	PAYE
PKF Littlejohn LLP	120.00	KM: 475674812	CC: 89945803	Audit fees year ended 31 March 2017

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

Cheque Payment	Total	cheque No	
Mrs S Simpson	19.50	300342	Parish Assembly 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 31<sup>st</sup> 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 11<sup>th</sup> September 2017.