

Section 4 – Annual internal audit report to

ENT **NORTH MUNDOHAM PARISH COUNCIL**

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2010.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose from one of the following Yes/No*/Not covered**
A Appropriate books of account have been properly kept throughout the year.	YES.
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	YES.
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES.
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES.
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	N/A
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES..
H Asset and investments registers were complete and accurate and properly maintained.	YES
I Periodic and year-end bank account reconciliations were properly carried out.	YES.
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/ income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES
K Trust funds (including charitable) The council has met its responsibilities as a trustee.	Y/N/A/N/A

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit **MARIE MULBERRY BA(HONS) FCCA CIA**

Signature of person who carried out the internal audit *M Mulberry* **DATE REQUIRED** Date **14/05/2010**

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

BANK RECONCILIATION

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by *Shirley* Mrs Louise Chater Clerk/RFO Dated 11/05/10

Approved by *Denia* Mrs Denia Turnbull Chairman Dated 11.05.10

Balance per bank statements as at 31 March 2010

Parish Council

Bank of Ireland Current Account	4166.93	
Bank of Ireland Reserve Account	<u>66529.64</u>	
		70696.57

Village Hall

Cooperative Current Account	7482.37	
Cooperative Reserve Account	20086.59	
Bank of Ireland Reserve Account	<u>50.02</u>	
		27618.98

less: any unpresented cheques as at 31 March 2010

Cheque number	929	96.27	
Cheque number	935	38.93	
Cheque number	20088	<u>1481.00</u>	
			1616.20

Add: any monies not cleared

S Paice		<u>60</u>	
			60

Net Bank Balance as at 31 March 2010

96759.35

The net balance reconciles to the cash book for the year, as follows

Cash Book

Opening Balance	92119.47
Add: Receipts in the year	39910.41
Less: the payments in the year	35270.53

Closing balance per cash book as at 31 March 2010

96759.35

SECTION 1 STATEMENT OF ACCOUNTS

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by Shas Mrs Louise Chater Clerk/RFO

Dated 11.05.10

Approved by Denia Turnbull Mrs Denia Turnbull Chairman

Dated 11.5.10.

	31-Mar-09	31-Mar-10	Variation	Explanation
Balance Brought Forward	88,762	92,119	3,344	Increase in reserves to provide for proposed work to the pavilion
Annual Precept	21,000	21,615	615	to cover increase in pension costs
Total Other Receipts	19,222	18,295	-924.73	decrease in interest rate received bank accounts changed or in process of change
Staff Costs	7,022	7,163	141	
Loan interest/capital repayment				
Total Other Payments	29,856	28,108	-1748	Closure of lay-by not repeated
Balance Brought Forward	92,106	96,759	4653	see above for explanation
Total Cash and Short Term Investments	92,119 RESTATED	96,759	4640	Cheque Number 200039 £12.91 never presented on account
Total Fixed Assets and Long Term Assets	490,587	490,803	216	
Total Borrowing	-	-	-	
Trust Fund Disclosure	NO	NO	-	

Receipts and Payments Account

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by *[Signature]* Mrs Louise Chater Clerk/RFO Dated 11.05.10
Approved by *[Signature]* Mrs Denia Turnbull Chairman Dated 11.5.10

Year Ended		Year Ended
31 March		31 March
2009		2010
	INCOME	
21000.00	Precept	21615.00
780.59	Grants and Donations	300.00
-	shared expenses	132.13
-	Insurance Claim/refunds	664.75
314.72	VAT reimbursement	1670.09
3265.97	Interest Received	8.31
14320.50	VHMC Letting Income	14942.48
540.00	VHMC Fundraising and Donations	455.00
-	VHMC refund	122.65
<u>40221.78</u>	Total Income	<u>39910.41</u>
	Expenditure	
6328.55	General Administration	6421.29
7022.32	Clerk's Salary	7163.37
72.31	Chairman's Allowance	137.93
380.00	Section 137 Grants	968.98
1542.00	Grants, other powers	5012.95
400.00	Burial Ground	400.00
-	Notice boards	-
-	Capital expenditure - bus shelter	-
4624.00	Lay-by Project	-
-	Debt Charge	-
-	Agency Service	-
149.76	Waste and dog bin Clearance	106.08
348.00	Bus shelter maintenance & repair	1115.00
4085.00	VHMC - Caretaker payments	4423.31
6684.74	VHMC - Community Hall running costs	8336.55
3413.45	Furniture and Fittings	345.04
1827.50	VAT	840.03
<u>36877.63</u>	Total Expenditure	<u>35270.53</u>

RESERVES HELD

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by *Sho* Mrs Louise Chater Clerk/RFO Dated 11.5.10

Approved by *JM Turnbull* Mrs Denia Turnbull Chairman Dated 11.5.10.

Parish Council

Balance as per reconciled bank statements as at 31 March 2010	70561.37
General Reserves	13,061
Village Hall Depreciation Fund	12000
Community Project (Pavilion)	35000
Car Park Reserves	1500
Capital Receipt Unapplied reserve	7000
War Memorial reserve fund	2000

Village Hall Management Committee

Balance as per reconciled bank statement as at 31 March 2010	26197.98
General Reserves	14198
Grant to Pavilion	12000

Total Cash and Investments

96759.35

SECTION 137 PAYMENTS

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by *L Chater* Mrs Louise Chater Clerk/RFO Dated 11/5/10

Approved by *D Turnbull* Mrs Denia Turnbull Chairman Dated 11.5.10

SECTION 137 ALLOWANCE FOR 2009/10 £6.15x977=6008.55

Recipient	£
The Samaritans	100.00
St Wilfrid's Hospice	200.00
North Mundham PTA	50.00
Playing Field Management Committee	318.98
British Legion	50.00
Chichester Canoe Club (Hunston Project)	50.00
Fletcher House Community Fund	150.00
Manhood Wildlife and Heritage Group	50.00
	<u>968.98</u>

Notes to Accounts

NORTH MUNDHAM PARISH COUNCIL

Financial year ending on 31 March 2010

Prepared by *L Chater* Mrs Louise Chater Clerk/RFO

Dated 11/5/10

Approved by *D Turnbull* Mrs Denia Turnbull Chairman

Dated 11.5.10

Accounts

These accounts are based on receipts and payments procedures

Borrowings & Receipts in Advance

As at 31 March 2010 there were no loans to the Council outstanding

Table Tennis have made advance payments in the sum of £342.00

Balance on British Gas Account £578.09 (they have increased the monthly direct debit payment)

Debts Outstanding & Payments in Advance

As at 31 March 2010 the Council was due a repayment of VAT due from HM Revenue and Customs totalling £943.64 this claim has been submitted

Outstanding credit balance from Southern Electric in the sum of £777.35 (they have agreed to reduce the monthly direct debit payment)

Leases

During 2010 no amendments were made to the lease between North Mundham Parish Council and the Playing Field Management Committee

Tenancies

During the year no tenancies were entered into

Agency Work

During the year the council undertook no agency work on behalf of other authorities

Advertising and Publicity

During the year no payments were made for advertising or publicity

(NAME): NORTH MUNDHAM PARISH COUNCIL

Notice of conclusion of the audit and right to inspect the Annual Return
Annual Return for the year ended 31st March 2010

Section 14 of the Audit Commission Act 1998

Accounts and Audit Regulations 2003 (SI 2003/533) as amended by the Accounts and Audit
(Amendment) (England) Regulations 2006 (SI 2006/564)

	Notes
1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2010 has been concluded.	(a) Delete as appropriate
2. The Annual Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to: (b) <u>MRS LOUISE CHATER PARISH CLERK</u> <u>1 CHARLMEAD EAST WITTERING</u> <u>please phone 01243671628 for an appointment</u> between the hours of (c) <u>10 am</u> and (c) <u>7pm</u> on Mondays to Fridays (excluding public holidays), when any local government elector may make copies of the Annual Return	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return (c) Insert the times between which a local government elector may apply to inspect the Annual Return
3. Copies will be provided to any local government elector on payment of £ ____ (d) for each copy of the Annual Return.	(d) Insert a reasonable sum for copying costs
Announcement made by: (e) <u>LOUISE CHATER PARISH CLERK</u>	(e) Insert name and position of person placing the notice
Date of announcement: (f) <u>13 August 2010</u>	(f) Insert date of placing of the notice