

Local



y Service

## INTERNAL AUDIT

### DOCUMENTATION/INFORMATION

#### LIST

#### **Chelmondiston Parish Council – Financial Year 2018 - 2019**

**Income: £55,808.64**

**Expenditure: £55,098.21**

**Unpresented Cheque: £42.48\* (1985)**

**Precept Figure: £24,750.00**

#### **Information Attached**

**General Reserve: £39,568.02**

**Earmarked Reserves: £31,826.71**

**Cash Book, end of year Accounts – Payments, Income, VAT records/breakdown and reclaim recorded, Bank Reconciliation.**

**Summary of receipts – Attached**

**Summary of Payments – Attached**

**Summary of Recycle Centre - Attached**

**Bank Reconciliation – Attached**

**S137 Recorded - Attached**

**Bank Interest - Attached**

**VAT Records – Attached**

**Dinghy Park – Attached**

**Bank Statements, for current and deposit accounts, cheque books, paying-in books, Invoices and Receipts, Petty Cash Records (if applicable) expenses forms.**

**Bank Statements – Attached**

**Cheque Books – Attached**

**Paying – In – Books - Attached**

**Expenses Forms (Clerk) – Attached**

**Expenses Form (Parish Councillor) - Attached**

**Petty Cash – £14.00 for the Recycling Centre.**

**Receipts – Attached.**

**Invoices – Attached.**

**Reserve breakdown**

**Neighbourhood Plan - £7,489.00**

**Tennis Courts- £5,000**

**Recycle Centre- £9337.71**

**Cycle Path-£10,000.00**

**General reserves**

**Precept-£25,000**

**Available funds - £14,568.02**

**variance Report**

**Attached**

**Council's minutes for the financial year. Last Annual Council Meeting minutes. Budget meeting minutes to set precept for 2017/18.**

**Parish Council Minutes - (Numbers 460-527) Attached**

**Planning Minutes (Numbers 192-209) – Attached**

**Annual Meeting of the Parish Council – Attached**

**Budget Meeting Minutes – Advisory Finance Group 23/10/2017. Approved at Full Council 05/12/2017. Both Attached.**

**Annual Parish Meeting minutes.**

**Draft Minutes – meeting not until May 2019**

**Risk Assessments and review date for Risk Assessment.**

**06/11/2018 Sheet 503 - Attached**

**Assets Register and review date.**

**05/03/2019 Sheet 526 - Attached**

**Financial Regulations and review date.**

**06/11/2018 Sheet 503 - Attached**

**Standing Orders and review date.**

**02/10/2018 Sheet 497 - Attached**

**Internal Control document and review date.**

**06/11/2018 Sheet 503 - Attached**

**General Power of Competence (minutes confirming eligibility if applicable).**

**N/A**

**Appointment of RFO date, PAYE details and NIC documentation.**

**Appointment of RFO DATE – 11/12/2017 (see employment contract)**

**PAYE Details – Attached (no payments)**

**NIC Documentation – Attached (payments)**

**Employment Contracts**

**Employment Contract – 11/12/2017 – 15 hours**

**Employment Contract – 01/04/2018 – 18 hours**

**Employment Contract – 01/04/2019 – 23 hours**

**NEW: Pensions**

**03/07/2018 Sheet 482 Attached**

**Has your council auto-enrolled with the Pension Regulator? Pension Reg No: ?**

**Yes – Pension Registry Number 12004537. Please see evidence attached.**

**Did you give your employees the opportunity to opt in or out of a pension scheme?**

**Yes – see attached letter**

**List of members interests (if available).**

**Attached. The list of members is also available by a link from the Parish Council's website to Babergh District Council's website.**

**Insurance Policy.**

**Attached**

**NEW: Insurance cover for Data Breaches of the General Data Protection Regulations Act**

**NEW: Insurance cover against corporate Manslaughter and Corporate Homicide Act**

**(potentially both of these could attract a personal financial liability to councillors and officers.)**

**All Attached**

**Current Code of Conduct document.**

**01/07/2014 Adopted. Sheet 337 - Attached**

**Sole Trustee or Custodian Trustee information (if relevant).**

**No Sole Trustee**

**Custodian Trustee – Playing Field. Attached information. Charity Number 304727**

**Custodian Trustee – Village Hall. Attached information. Charity Number 304728**

**Relevant Transparency Code Compliance and website details (If applicable).**

**Model Publication Scheme 02/10/2018 Sheet 497 – Reviewed and Attached**

**Website Details - <http://chelmondiston.onesuffolk.net/the-parish-council/>**

**Tenders (if applicable).**

**Tenders – Jubilee Garden**

**Tenders - Neighbourhood Plan**

**Grants – Received**

**Tender -Orders**

**Tender – Credits**

**Awarded Grants**

**Any existing loan details and date applied for approval from Secretary of State (if applicable).**

**N/A**

**ICO Registration - (Information Commissioner's Office).**

LCPAS, Address: 6 Aragon Court, Clare, Suffolk, CO10 8FA.  
Mobile: 07443009607 Email: [admin@lcpas.co.uk](mailto:admin@lcpas.co.uk)

Tel: 01787-829576  
Website :[www.lcpas.co.uk](http://www.lcpas.co.uk)

**ZA152470 - Attached**

**Appointment of Internal Auditor. (minute, if you are changing your internal auditor).**

**06/11/2019 Sheet 503 - Attached**

**Copy of Last year's internal and external auditors report.**

**Internal Report – Attached**

**External Report - Attached**

**Last year's Annual Return.**

**Attached**

**\* Cheque 1985 will be cancelled in 2019 – 2020 year**

**Many thanks.**

**Jayne**