



Church Minshull Parish Council
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30 May 2016

BDO
Arcadia House
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Dear Sirs

**CHURCH MINSHULL PARISH COUNCIL ANNUAL AUDIT
YEAR ENDED 31ST MARCH 2017**

Please find enclosed a report from the Internal auditor regarding the bank reconciliations of 2015 and 2016.

In 2015, uncleared cheques were omitted from the figures, giving an incorrect stated balance. This was then carried forward to the 2015/16 return. Having now reviewed this omission, the discrepancy has now been corrected and a true balance has been used for 2017.

Copies of the return for 2014/15 and 2015/16 are included in this return for reference along with corrected bank reconciliations for both years and the incorrect bank reconciliation of 2015 showing the incorrect balance. Copies of bank statement numbers 259 and 261 are also included to give a complete picture.

Bank Reconciliation 2017

Total cash and investments at 31.03.17	£11,799.72
Current Account	£ 7,432.76
Deposit Account	£ 4,366.96

Explanation of Quantified Significant Variances

Box 3 Total Other Receipts

Variance of £6,722	<u>2016/16</u>	<u>2016/17</u>
	£ 1,557	£ 8,290

A breakdown of receipts is included with this return where extra-ordinary monies received are shown.

Transparency Fund Grant	£ 865.67
Neighbourhood Development Plan (NDP) Grant	£6112.00
Prize Giving from Community Action Awards	£ 100.00

Box 4 Staff Costs

The Clerk's hours were increased to 5 hours per week in November 2016 hence the variance.

Box 6 Other Payments

	<u>2015/16</u>	<u>2016/17</u>
All Other Payments	£ 2,523	£12,552

The significant increase of **£10,029** in other payments was attributed to the following:-

- a) All NDP grant funding listed above was allocated to the NDP and has been spent.
- b) The Parish Council has supported the following improvement projects in the village: -

Repairs to the Church Clock	£ 1,000
Purchase and installation of Parish Noticeboard	£ 1,000
Replacement of a communal village Fence	<u>£ 1,227</u>

Total	£ 3,227
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Grant Funding	total	£ 7,077
Extra-Ordinary Spend Total		£10,304

Relevant Information - Earmarked Reserves

As at 31st March 2017 the Council continued to hold funds on deposit for environmental improvement work for the benefit of the electors and to support local organisations in the village. The Council is currently consulting with electors in the parish, after which, relevant projects will be considered for the year 2017/18.

Annual Business

The Council has carried out the following on an annual basis: -

Appointment of RFO
Risk Assessment
Review of Standing Orders
Appointment of Internal Auditor
Review of Balances

The Council has no fixed assets. No register is therefore required.

The Council has considered the level of fidelity cover taking into consideration the level of funds held and is of the view that the level held is appropriate given the Council's control of expenditure.

I hope the above completes the information required for External Audit.

Yours faithfully

Sandie McBennett
Clerk to Church Minshull Parish Council

Enclosed

Annual Return 2014/15
Annual Return 2015/16
Annual Return 2016/17
Bank Reconciliations 2015
Bank Reconciliation 2016
Bank Reconciliation 2017
Statement from Internal Auditor
Bank Statement Copies 259 and 261
Receipts 2017
Payments 2017