

**INDEPENDENT INTERNAL AUDITOR'S REPORT TO THE MEMBERS OF  
CHURCHDOWN PARISH COUNCIL  
YEAR ENDED 31ST MARCH 2022**

I have examined the Council's records in the areas delineated in the attached schedule and made enquiries as deemed appropriate.

In my opinion the systems of internal controls is adequate for the purpose however, there are some matters to be brought to your attention.

Might I suggest that the Council is carrying funds at a level of four times the present Precept. This, of course, covered by your total earmarked funds but it would be prudent to revise the listing to appear more justifiable in view of the sums involved.

**Iain Selkirk FCA  
Appointed Independent Internal Auditor**

**30.04.22**



**AUDITORS REPORT TO THE MEMBERS OF:-  
CHURCHDOWN PARISH COUNCIL**

31.03.22

	Y/N		
1 a	Y	Is the cashbook maintained and up to date	
b	Y	Is the cashbook arithmetic correct	
c	Y	Is the cashbook regularly balanced and reconciled to the bank	
2 a	Y	Have Standing Orders and Financial Regulations been formally adopted	
b	Y	Are Standing Orders and Financial Regulations regularly reviewed	
c	Y	Has an RFO been appointed with specific duties	
d	Y	Have items or services above a de minimis amount been competitively purchased	
e	Y	Has the Clerk authority to spend in emergencies	
		From what level are quotes required	
		From what level are tenders required	
3 a	Y	Are payments in the cashbook supported by invoices, authorised and minuted	
b	Y	Has VAT on payments been identified, recorded and reclaimed	
c	Y	Is S137 expenditure separately recorded and within statutory limits	
d	Y	Is S137 expenditure separately minuted as such	
e	Y	Is the signing authority two or more councillors	
f	Y	Is the Clerk a signatory	
g	Y	Are the counterfoils initialled by the signatories	
h	Y	Are invoices vouched to payments	
4 a	Y	Is there a procedure in place for the regular audit of internal controls	
b	Y	Has a member of the Committee been appointed internal auditor	
c	Y	Does he have a specific programme and does he report to meetings	
5 a	N	Does scanning of the minutes identify any unusual activity	
b	Y	Is the annual risk assessment minuted	
c	Y	Is insurance cover appropriate and adequate	
d	Y	Are internal financial controls documented and regularly reviewed.	
6 a	Y	Has the Council prepared an annual budget in support of its precept	
b	Y	Is actual expenditure against budget regularly reported to the Council	
c	N	Are there any significant unexplained variances from budget	

**COMMENTS**

Updated 13 April 22

Up to £500  
All works are to be quoted for  
Over £50,000

13.Apr 2022  
Fidelity Guarantee £1million

Approved 14 vDecember 2021

- 7 a Y Is income properly recorded and banked as promptly as possible  
b Y Does the precept recorded in the cash book agree to the District Councils notification  
c Y Where income is raised by rental or lettings has the VAT position been clarified  
d Y Are security controls over cash adequate and effective
- 8 a Y Is petty cash spent recorded and supported by VAT invoices/receipts  
b Y Is petty cash expenditure reported to each Council meeting  
c Y Is petty cash expenditure reimbursed regularly  
d N/A Or does the Clerk present petty cash with her expenses supported by VAT invoices/receipts
- 9 a Y Do salaries paid agree to with those approved by the Council  
b Y Has PAYE/NIC been properly operated by the Council as employer  
c Y Are other payments to the Clerk and staff reasonable and approved by the Council  
d N/A Where PAYE/NIC is not operated due to the low salary level has HMRC been informed
- 10 a Y Does the Council maintain an Asset Register of all material assets owned  
b Y Is the Register up to date  
c Y Do the values agree to insurance valuations  
d N/A Are movements in Treasury Deposits accurately recorded
- 11 a Y Is each bank account reconciled on a regular basis  
b N Are there any unexplained balancing entries in any reconciliation
- 12 a Y Are accounts prepared on the correct accounting basis  
b Y Do the accounts reflect the cashbook entries  
c Y Is there an audit trail from the underlying financial records to the accounts  
d Y Where appropriate have debtors and creditors been properly recorded
- 13 a Y Are minutes signed, initialled and pages sequentially numbered
- 14 a Y Do Burial receipts agree to the attendant Burial records  
b Y Are rights or permissions properly recorded
- 15 a N/A Any evidence of fraudulent activity should be brought to the attention of the Chairman

Updated annually £1,650,842

income and expenditure

**CHURCHDOWN PARISH COUNCIL  
REPORT OF THE INDEPENDENT INTERNAL AUDITOR  
FOR THE YEAR ENDED 31 MARCH 2022**

I have examined the books and records of the Council as at 31 March 2022  
Whilst I have not performed an audit I can confirm that the attached statements are  
in accordance therewith



**Iain Selkirk FCA**  
**Appointed Independent auditor**

Malvern  
April

Worcester  
2022

# APPENDIX TO THE STATEMENT OF ACCOUNTS

CHURCHDOWN PARISH COUNCIL

2021-2022

## BANK RECONCILIATION

Represented by the bank accounts as under:-

HSBC 81187782 Current Account	8,230.63
HSBC 71446436 Money Manager	471,853.20
HSBC 31496026 Burial Ground Account	250,730.55
HSBC MONEY MARKET	80,000.00
NATIONAL SAVINGS INVEST ACCOUNT	10,354.70
Petty Cash	343.68
Cash Floats	665.00
Box 8	£ 822,177.76
Debtors	3,931.00
Creditors	-3,017.39
Annual Return	£ 823,091.37

There are no outstanding cheques

Responsible Finance Officer  .....

Date..... 9-5-2022 .....

STATEMENT OF ACCOUNTS  
 CHURCHDOWN PARISH COUNCIL  
 INCOME AND EXPENDITURE

**SECTION 1**

2021-2022  
 Last Year This Year

1 Balances brought forward	703,238	774,576
2 Annual Precept	234,030	234,030
3 Other Receipts	29,701	28,827
4 Staff Costs	75,280	84,362
5 Loan interest and Capital Repayments		
6 Total Other Payments	117,113	129,980
7 Balance carried forward	774,576	823,091
8 Total Cash and short term invest	776,959	822,178
9 Total Fixed Assets	1,637,507	1,650,842
10 Total Borrowings		

SALARIE  
 GROSS  
 TAX  
 NIC

:S

69,008.98	59271.23
7,726.40	10728.21
3,658.92	14362.14
80,394.30	84361.58