

**APPENDIX A**

Clerks' Annual Review for Health and Safety Issues

For Meeting: Tuesday 10<sup>th</sup> May 2016

Roads:

Waltham Park Road repairs have been carried out, but how long these will last is to be seen. Concerns remain regarding left hand part of Sandy Lane, Watersfield, which has been reported, multiple jobs being raised by WSCC.

Bus Shelters

The Bus Shelters were repainted and remedial works carried out last year by Cllr Dudman.

Noticeboards

All fine.

Alban Head Playing Fields

Play Equipment

The Alban Head Committee arranged he boards around the play surface to be replaced. The Committee continues to treat and remove the weeds which encroach in the play surface. There are a couple of bolts which I need to source.

Fields In Trust continue to provide the annual play inspections.

Pavilion

Roof has been replaced in March. Following this, the electrics were completely checked and some major items were found to be seriously defective. These items were replaced. Also a few minor plumbing repairs were made.



**APPENDIX C**

<b>COLDWALTHAM PARISH COUNCIL</b>			
<b>RECONCILIATION</b>			
<b>1ST APRIL 2015 TO 31ST MARCH 2016</b>			
<b>2014/15</b>		<b>2015/16</b>	
£	16,821.29	Total Receipts	£ 31,115.13
-£	14,007.52	Total Payments	-£ 26,063.22
£	<u>2,813.77</u>		£ <u>5,051.91</u>
Bank balances c/f			
£	4,200.36	Deposit a/c	£ 4,202.46
£	2,950.06	Current a/c	£ 8,859.85
£	<u>7,150.42</u>	Sub Total	£ 13,062.31
-£	138.38	less cheques not presented	-£ 8,010.40
£	<u>7,012.04</u>	Total	£ <u>5,051.91</u>
Signed :			
Clerk & Responsible Financial Officer			
Chairman			



**APPENDIX D**

# **COLDWALTHAM PARISH COUNCIL**

## **INTERNAL AUDIT REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2016**

#### **INTRODUCTION**

An internal audit of the Parish Council's financial records for the year 2015/2016 has recently been completed. The audit included all financial transactions for the period 1 April 2015 to 31 March 2016 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

## **SCOPE**

The audit included examination of the income and expenditure account, and annual return for the period, review of bank statements and cheque book stubs, review of supplier invoices and claims for reimbursement, review of receipts, review of agendas and minutes of meetings, review of budgets, review of fixed asset register and insurance policy, and confirmation that bank reconciliations and reports are prepared regularly and reviewed at regular meetings of the Parish Council.

## **FINDINGS**

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) VAT had been correctly recorded and reclaimed from HMRC.
- 3) Fixed assets should be shown on the annual return at original cost, or insurance value if original cost is not known. The total to record on the annual return is therefore last year's - £142,726 plus additions in the year (laptop £291; Dog bin £347; goal posts £645; picnic tables £370) less assets disposed of / replaced (picnic tables £441) – total = £143,938
- 4) The effectiveness of internal controls should be reviewed, and a note that this has been done should be recorded in the minutes

## **SUMMARY AND OPINION**

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA)

27<sup>th</sup> April 2016

**APPENDIX E**

<b>COLDWALTHAM PARISH COUNCIL</b>		
<b>FINANCIAL STATEMENT - 10th May 2016</b>		
<b>Balances at last meeting 31st March 2016</b>		
Current Account	£8,859.85	
Business Reserve	£4,202.46	
		£13,062.31
<b>Monies received since last meeting &amp; incl in balance below</b>		
Bank Interest ( )	£0.19	
Precept	£6,994.00	
Council Tax Rebate Grant	£107.50	
VT Refund	£2,165.15	
		£9,266.84
<b>Payment made since last meeting &amp; incl in balance below</b>		
Clerk Salary (Apr)	-£273.67	
Clerk Office Allowance (Apr)	-£20.00	
Alban Head Playing Field S/O (Apr)	-£295.00	
Green Manor Building Ltd	-£7,760.40	
Air Ambulance (Kent Surrey Sussex)	-£250.00	
		-£8,599.07
<b>Authority required for the following:</b>		
West Sussex ALC Limited	-£282.22	
Arun Mowers	-£244.14	
Mr G Nelson	-£16.26	
Mrs LD Sherlock-Fudge	-£40.40	
RS Hall & Co	-£180.00	
Arun Mowers	-£459.71	
		-£1,222.73
<b>Unpresented Cheques Included in Balance below</b>		
		£0.00
		<b>£12,507.35</b>
<b>Balances at Bank as at 10th May 2016</b>		

<b><u>FINANCIAL STATEMENT - 10th May 2016</u></b>		
<b><u>RECONCILIATION TO BANK - PAGE 1</u></b>		
BAL PER CURRENT A/C AS AT 10th May 2016		£9,527.43
BAL PER SPECIAL RESERVE A/C AS AT 10th May 2016		£4,202.65
		<b>£13,730.08</b>
LESS CHEQUES NOT YET PRESENTED		-£1,222.73
<b><u>BALANCE PER CASH BOOK AS AT 10th May 2016</u></b>		<b><u>£12,507.35</u></b>
BALANCE PER CASH BOOK AS AT 1st April 2016		£5,051.91
RECEIPTS		£9,266.84
PAYMENTS		£1,811.40
<b><u>BALANCE PER CASH BOOK AS AT 10th May 2016</u></b>		<b><u>£12,507.35</u></b>
<b>Signed:</b>		
<b>Clerk &amp; Financial Officer</b>	<b>Date:</b>	
<b>Chairman</b>	<b>Date:</b>	



**APPENDIX F**

<b>ALBAN HEAD PLAYING FIELDS</b>		
<b>FINANCIAL STATEMENT - 10th May 2016</b>		
Current A/c Balance as at 31st March 2016	£3,305.58	
Deposit A/c Balance as at 31st March 2016	£3,005.40	
		£ 6,310.98
<b>Monies received since last summary &amp; incl in balance below</b>		
Coldwaltham Parish Council (Apr)	£295.00	
Bank Interest (Apr)	£0.12	
		£ 295.12
<b>Payment made since last summary &amp; incl in balance below</b>		
Salaries (Apr & May)	-£567.42	
EDF (Apr & May)	-£24.00	
Coldwaltham Parish Council (Roof Balance)	-£793.00	
Coldwaltham Parish Council (Precept Balance)	-£1,335.00	
Southdowns Pest Control	-£85.00	
		-£ 2,804.42
<b>Authority required for the following:</b>		
Garry Langridge	-£43.32	
T Mather	-£290.00	
Mr G Nelson	-£100.00	
		-£ 433.32
<b>Unpresented cheques inc in balance below</b>		
		£ -
<b>Balance at bank as at 10th May 2016</b>		<b>£ 3,368.36</b>
<b>Outstanding Invoices:</b>		

APPENDIX FOR 10<sup>th</sup> MAY MEETING

<b>ALBAN HEAD PLAYING FIELDS</b>		
<b><u>RECONCILIATION TO BANK - PAGE 1</u></b>		
<b>BAL PER CURRENT A/C AS AT 10th May 2016</b>		<b>£796.16</b>
<b>BAL PER SAVINGS A/C AS AT 10th May 2016</b>		<b>£3,005.52</b>
		<b>£3,801.68</b>
<b>plus unpresented cheques</b>		<b>-£433.32</b>
<b>Sub Total</b>		<b>£3,368.36</b>
<b>PLUS CASH IN HAND (GROUNDSMANS FLOAT)</b>		<b>£57.00</b>
<b><u>BALANCE PER CASH BOOK AS AT 10th May 2016</u></b>		<b>£3,425.36</b>
<b>BALANCE PER RECONCILIATION AS AT 1st April 2016</b>		<b>£4,239.98</b>
<b>RECEIPTS</b>		<b>£295.12</b>
<b>PAYMENTS</b>		<b>£1,109.74</b>
<b><u>BALANCE PER CASH BOOK AS AT 10th May 2016</u></b>		<b>£3,425.36</b>
<b>Signed:</b>		
	<b>Clerk &amp; Financial Officer</b>	<b>Date:</b>
	<b>Chairman</b>	<b>Date:</b>