

APPENDIX A**Coldwaltham Parish Council – Roles & Responsibilities**Agreed at Meeting 15th May 2018

	Councillor
<u>Alban Head Playing Field:</u>	Cllr Nelson Hewer & Cllr Evans
<u>Highways:</u>	Cllr Evans
Transport/Buses	Cllr Evans
Footpaths & Conservation:	Cllr Evans
<u>Parish Magazine</u>	Cllr Evans
<u>Planning:</u>	Cllr Burr
SDNP Local Development Framework (LDF)	Cllr Burr
Minerals & Waste	Cllr Burr
<u>Police</u>	Cllr Evans
<u>Preparing for Emergencies,</u>	
<u>Village Plan:</u>	Cllr Nelson & Cllr Evans
<u>Website</u>	Clerk
<u>Outside Bodies:</u>	
West Sussex Assoc of Local Councils	Cllr Burr
Horsham Association of Local Councils	Cllr Burr
Church	Cllr Burr
Sandham Memorial Village Hall	
Youth Club	Cllr Dudman & Cllr Hewitt
Lodge Hill Liaison	Cllr Nelson
South Downs National Park	Cllr Evans
Schools	Cllr Nelson & Cllr Evans
Sussex Wildlife Trust	Cllr Bowler

APPENDIX B

COLDWALTHAM PARISH COUNCIL

INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2018

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2017/2018 has recently been completed. The audit included all financial transactions for the period 1 April 2017 to 31 March 2018 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, authorised and reconciled to the bank and cash balances
- 2) The accounting records, minutes, and other financial information were found to be in good order. Financial Regulations, Standing orders and risk assessments have been reviewed and updated in the year.
- 3) The accounting and other records were well maintained, accurate and correctly cross-referenced
- 4) I reviewed the Council website to ensure that the Local Government Transparency Code 2015 had been correctly implemented and adhered to.
- 5) VAT had been correctly recorded and reclaimed from HMRC.

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)
29 April 2018

APPENDIX C

COLDWALTHAM PARISH COUNCIL		
FINANCIAL STATEMENT - 15th May 2018		
Balances at last meeting 31st March 2018		
Current Account	£3,665.18	
Business Reserve	£4,206.66	
		£7,871.84
Monies received since last meeting & incl in balance below		
Bank Interest ()	£0.35	
Precept	£7,776.00	
VAT Refund	£652.43	
		£8,428.78
Payment made since last meeting & incl in balance below		
Clerk Salary (Apr)	-£279.13	
Clerk Office Allowance (Apr)	-£20.00	
Alban Head Playing Field S/O (Apr)	-£340.00	
Alban Head Manager Salary (Apr)	-£216.66	
Horsham Association of Local Councils	-£15.00	
West Sussex ALC Limited	-£291.59	
Sussex ALC Limited	-£17.00	
		-£1,179.38
Authority required for the following:		
Rachel Hall & Co	-£180.00	
Travis Perkins	-£15.00	
Arun Mowers	-£619.91	
Burgess & Randall	-£219.00	
		-£1,033.91
Unpresented Cheques Included in Balance below		
		£0.00
Balances at Bank as at 15th May 2018		
		£14,087.33

<u>FINANCIAL STATEMENT - 15th May 2018</u>	
<u>RECONCILIATION TO BANK - PAGE 1</u>	
BAL PER CURRENT A/C AS AT 15th May 2018	£10,914.23
BAL PER SPECIAL RESERVE A/C AS AT 15th May 2018	£4,207.01
	£15,121.24
LESS CHEQUES NOT YET PRESENTED	-£1,033.91
<u>BALANCE PER CASH BOOK AS AT 15th May 2018</u>	<u>£14,087.33</u>
BALANCE PER CASH BOOK AS AT 1st April 2018	£7,871.84
RECEIPTS	£8,428.78
PAYMENTS	£2,213.29
<u>BALANCE PER CASH BOOK AS AT 15th May 2018</u>	<u>£14,087.33</u>
Signed:	
Clerk & Financial Officer	Date:
Chairman	Date:

APPENDIX D

ALBAN HEAD PLAYING FIELDS		
FINANCIAL STATEMENT - 15th May 2018		
Current A/c Balance as at 31st March	£5,044.11	
Deposit A/c Balance as at 31st March	£3,007.21	
		£ 8,051.32
Monies received since last summary & incl in balance below		
Coldwaltham Parish Council (Apr)	£340.00	
Bank Interest (Apr)	£0.13	
1 to 1 Fitness	£156.00	
1 to 1 Fitness	£100.00	
		£ 596.13
Payment made since last summary & incl in balance below		
Salaries (Apr & May)	-£613.38	
EDF (Apr & May)	-£62.00	
Sandham Hall	-£10.00	
Horsham District Council	-£134.68	
Mr G Nelson	-£82.38	
Mr M Dingle	-£19.68	
Coldwaltham Parish Council	-£850.00	
		-£ 1,772.12
Authority required for the following:		
Mr G Nelson	-£18.05	
		-£ 18.05
Unpresented cheques inc in balance below		
Matt Dingle AH Managers Float	-£250.00	
		-£ 250.00
Balance at bank as at 15th May 2018		£ 6,607.28
Outstanding Invoices:		

APPENDIX FOR 15th MAY MEETING

ALBAN HEAD PLAYING FIELDS		
<u>RECONCILIATION TO BANK - PAGE 1</u>		
BAL PER CURRENT A/C AS AT 15th May 2018		£3,867.99
BAL PER SAVINGS A/C AS AT 15th May 2018		£3,007.34
		£6,875.33
plus unrepresented cheques		-£268.05
Sub Total		£6,607.28
PLUS CASH IN HAND (GROUNDSMANS FLOAT)		£250.00
<u>BALANCE PER CASH BOOK AS AT 15th May 2018</u>		£6,857.28
BALANCE PER RECONCILIATION AS AT 1st April 2018		£7,061.51
RECEIPTS		£864.18
PAYMENTS		£1,068.41
<u>BALANCE PER CASH BOOK AS AT 15th May 2018</u>		£6,857.28
Signed:		
	Clerk & Financial Officer	Date:
	Chairman	Date: