

**APPENDIX A****Coldwaltham Parish Council – Roles & Responsibilities**

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

**APPENDIX B**

**COLDWALTHAM PARISH COUNCIL**

**INTERNAL AUDIT REPORT**

**FOR THE YEAR ENDED 31 MARCH 2019**

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**INTRODUCTION**

An internal audit of the Parish Council's financial records for the year 2018/2019 has recently been completed. The audit included all financial transactions for the period 1 April 2018 to 31 March 2019 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, 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 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)

12 April 2019

**APPENDIX C**

<b>COLDWALTHAM PARISH COUNCIL</b>		
<b>FINANCIAL STATEMENT - 14th May 2019</b>		
<b>Balances at last meeting 31st March 2019</b>		
Current Account	£2,763.66	
Business Reserve	£4,208.77	
		£6,972.43
<b>Monies received since last meeting &amp; incl in balance below</b>		
Bank Interest	£0.17	
SDNPA CIL Payment	£300.60	
HDC Precept Payment	£7,931.50	
VAT Refund	£849.32	
Watersfield Cricket Club	£3,950.00	
		£13,031.59
<b>Payment made since last meeting &amp; incl in balance below</b>		
Clerk Salary (Apr)	-£284.89	
Clerk Office Allowance (Apr)	-£20.00	
Alban Head Playing Field S/O (Apr)	-£265.00	
Alban Head Manager Salary (Apr)	-£216.66	
WSALC Limited	-£297.52	
Travis Perkins Trading Company	-£40.53	
R S Hall	-£180.00	
Burgess & Randall	-£134.16	
		-£1,438.76
<b>Authority required for the following:</b>		
Travis Perkins Trading Company	-£123.61	
Professional Weed Solutions	-£456.00	
ClubTurf Cricket Limited	-£4,740.00	
		-£5,319.61
<b>Unpresented Cheques Included in Balance below</b>		
Arun Mowers	-£271.03	
HALC	-£15.00	
		-£286.03
<b>Balances at Bank as at 14th May 2019</b>		
		<b>£12,959.62</b>



**APPENDIX D**

<b>ALBAN HEAD PLAYING FIELDS</b>		
<b>FINANCIAL STATEMENT - 14th May 2019</b>		
Current A/c Balance as at 31st March 2019	<b>£6,359.84</b>	
Deposit A/c Balance as at 31st March 2019	<b>£3,010.93</b>	
		£ 9,370.77
<b>Monies received since last summary &amp; incl in balance below</b>		
Coldwaltham Parish Council (Apr)	£265.00	
Bank Interest (Apr)	£0.53	
1 to 1 Fitness & Football (Monthly)	£102.50	
1 to 1 Fitness & Football (Schools)	£79.95	
		£ 447.98
<b>Payment made since last summary &amp; incl in balance below</b>		
Salaries (Apr & May)	-£634.26	
EDF(Apr & May)	-£96.00	
		-£ 730.26
<b>Authority required for the following:</b>		
		£ -
<b>Unpresented cheques inc in balance below</b>		
Gordon Streeter	-£43.97	
		-£ 43.97
<b>Balance at bank as at 14th May 2019</b>		<b>£ 9,044.52</b>
<b>Outstanding Invoices:</b>		

APPENDIX FOR 14<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 14th May 2019</b>		<b>£6,077.03</b>
<b>BAL PER SAVINGS A/C AS AT 14th May 2019</b>		<b>£3,011.46</b>
		<b>£9,088.49</b>
<b>plus unpresented cheques</b>		<b>-£43.97</b>
<b>Sub Total</b>		<b>£9,044.52</b>
<b>PLUS CASH IN HAND (FLOATS)</b>		<b>£110.33</b>
<b><u>BALANCE PER CASH BOOK AS AT 14th May 2019</u></b>		<b>£9,154.85</b>
<b>BALANCE PER RECONCILIATION AS AT 1st April 2019</b>		<b>£9,481.10</b>
<b>RECEIPTS</b>		<b>£447.98</b>
<b>PAYMENTS</b>		<b>£774.23</b>
<b><u>BALANCE PER CASH BOOK AS AT 14th May 2019</u></b>		<b>£9,154.85</b>
<b>Signed:</b>		
	<b>Clerk &amp; Financial Officer</b>	<b>Date:</b>
	<b>Chairman</b>	<b>Date:</b>