

RICHARD MAXWELL FLETCHER LTD



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The Councillors,
Cleeve Prior Parish Council,
C/o Mr Sean Arble, Clerk,
36 The Close,
Cleeve Prior,
Evesham,
Worcs.
WRI18LF.

10th May 2016.

Dear Councillors,

I am pleased to report on my findings arising from tests carried out on the Council's system of internal control as required for the purposes of the Council's Annual Return for the year ended 31st March 2016.

Proper Bookkeeping.

I found that appropriate books of account had been properly kept throughout the year.

Council's Financial Regulations.

There was sufficient evidence that these regulations had been met, payments were supported by invoices, expenditure was approved and measures were in place to claim back Value Added Tax which was properly accounted for.

Risk Management.

The Council had assessed significant risks involved in achieving its objectives and had also reviewed that there are adequate arrangements to manage these.

Budgetary Controls.

For the review year it was found that the Council had reviewed the annual budget in support of the annual precept requirement. Progress against the budget was regularly monitored and reserves were considered to be adequate. Those reserves increased by £3,470 during the year to £45,678. The Council has identified possible future allocations for £35,431 of these reserves, leaving a balance of £10,247 unallocated or "free". This is regarded as a satisfactory situation in the context of the applicable regulations.

Income Controls.

The expected income was fully received, properly recorded in the accounts records and promptly banked. Value Added Tax was appropriately accounted for.

Petty cash procedures.

There was no petty cash system in operation for me to report on.

Payroll controls.

A contract of service operated in respect of the Clerk / Responsible Financial Officer, salary and expenses payments were in accordance with approvals by the Council and appropriate Pay As You Earn deductions were deducted and paid over to H M Revenue and Customs.

Asset controls.

An asset register of all material assets had been kept on the basis of current insurance valuations. As the Council had no investments, there was no investment register or system of control for me to report on.

Bank reconciliation.

The bank account was reconciled on the receipt of each statement and a year-end reconciliation was properly carried out.

Year-end procedures.

Year-end accounts were prepared correctly on the Receipts and Payments accounting basis. The accounts agreed with the cash book and there was an audit trail from the underlying financial records to the accounts. As a Receipts and Payments Account is produced, it is not necessary or appropriate to record debtors and creditors.

Charitable and other trust funds.

As there were no such funds, the Council therefore has no responsibility as a trustee.

I shall be pleased to discuss with you any matters arising from the above report.

Yours faithfully,



Richard Fletcher, for and on behalf of
Richard Maxwell Fletcher Ltd.