

KINGSCLERE PARISH COUNCIL

ANNUAL RETURN TO 31ST MARCH 2008

Bank Reconciliation as at 31st March 2008



Bank Account Summary

	Co-op Current Account	GIB Account	Total
Per Bank Statements	26,012.34	51,991.06	78,003.40
Less:			
Unpresented Cheques/ Credits	2,221.66		2221.66
Balance per Accounts	<u>£28,234.00</u>	<u>£51,991.06</u>	<u>£80,225.06</u>

KINGSCLERE PARISH COUNCIL

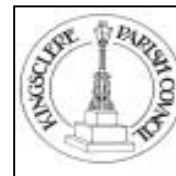
CURRENT ACCOUNT

Bank Reconciliation as at 31st March 2008



Balance per Bank Statement at 31 / 3 / 08			26,012.34
Less:			
Outstanding cheques:			
	400163	193.88	
	400167	300.00	
	400169	175.00	
	400170	40.65	
	400171	5.24	
	400173	1,191.33	
	400174	28.24	1934.34
			<hr/>
Add:			
Outstanding deposits	99	4,135.00	
	100	21.00	4156.00
			<hr/>
Balance as per accounts			£28,234.00
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KINGSCLERE PARISH COUNCIL
ANNUAL RETURN TO 31ST MARCH 2008



SIGNIFICANT VARIANCES

1. Total Other Receipts + £37,176

Includes increases on:-

Grants received	£3,617
Enborne Valley Trust Grant - restricted funds	£20,911
Vat refunds	£2,484
Insurance Claims	£7,704
Heritage Association grant	£2,200
Interest Increase	£855

2. Staff Costs + £4,531

Annual Pay rises of 2.4% x 3 staff	2450
Litter Warden joined Pension Scheme	1070
	Contributions for pension scheme joined in 2007/08
Increase in Clerks pension contributions	299
Increase in employers pension contributions	510

3. Total Other Payments + £13,580

Includes increases on:-

Holding Field	£15,500	Feasibility Study & investigating Deed of dedication Solicitors fees - from Holding Field Funds
Malthouse Open Space	£400	Offset against Grant from BDBC
S137	£350	public consultation & Interpretation boards reception
Parish Paths	£45	purchase of equipment
General Maintenance	£800	refurbishment of bus shelters

Partially offset by reductions on:-

Cemetery/Churchyard	-£400	
Public lights	-£180	
Grants	-£1,250	
S106	-£120	
Other	-£2,000	previous year contain exceptional payment for a Feasibility Study. No like expenditure in this year.

4. Reserves

Holding Field Fund	£51,991	Funds received for the sale of a small strip of public common land several years ago. Conditions imposed mean funds can only be used for the development of the Holding Field for the benefit of the whole community.
Enborne Valley Trust Fund	£20,911	KPC share of funds from a Retail/Warehouse Companies contributions following proposed development in Greenham Park. Conditions imposed require funds to be used for local road and traffic improvements only.

Section 4 – Annual internal audit report to

ENTER NAME HERE *KINGISCLERE PARISH*

COUNCIL/MEETING

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2008.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and, opposite, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

	Agreed? Please choose from one of the following Yes/No*/Not covered**
A Appropriate books of account have been properly kept throughout the year.	<i>Yes</i>
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<i>Yes</i>
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<i>Yes</i>
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<i>Yes</i>
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<i>Yes</i>
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<i>Yes</i>
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	<i>Yes</i>
H Asset and investments registers were complete and accurate and properly maintained.	<i>Yes</i>
I Periodic and year-end bank account reconciliations were properly carried out.	<i>Yes</i>
J Year-end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.	<i>Yes</i>
K The council has met its responsibilities as a trustee.	<i>N/A</i>

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit *T. G. MARSIA F.C.A., A.M.A.T. I. I.*

Signature of person who carried out the internal audit *T. G. Marsia* Date *16/07/2008*

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).