

Stickford Parish Council Accounts 2020-2021 Public Rights Comments.

An objection has been received within the published inspection period. A Plan is to be drawn up to address the issues raised. The AGAR form has been amended as advised by the external Auditors, PKF Littlejohn. Assertions 1/2/3/4/6 have been amended to 'No' to reflect the internal auditor's conclusions and the information that has been provided. The Summary and Recommendations in the internal audit report and the action plan will be published on the website, along with the amended Section 1 – Annual Governance Statement 2020/21.

The Plan :

- 1) Clerk/RFO to produce an Income and Expenditure Report along with bank reconciliation and reasons for significant variances in the Budget Control Report at every other Parish Council meeting, and to issue it via email prior to that meeting to all councillors.
- 2) Asset Register to be verified every 6 months, along with a Health & Safety Inspection of Assets. This is to be updated by the next meeting and published on the website.
- 3) Payroll has been set up and 1st quarter completed.
- 4) Clerk/RFO to note re best practice for bank transfers between accounts and schedule of payments on Agenda.
- 5) LALC have recommended an independent IT consultant who will keep the website up to date with all relevant information. All the councillors have approved the appointment of this LALC approved consultant on the Premium package of £15 per month + vat. This will ensure the correct information is being published as requested by LALC.
- 6) VAT returns to be done annually.
- 7) For all purchases over £100, 3 separate quotes will be obtained where possible.
- 8) All councillors agreed for an Interim Audit to be carried out in November 2021.
- 9) A memory stick has been purchased to Backup all information on the Clerks laptop. A backup is to be done monthly.
- 10) The Financial Regulations and Standing Orders are being updated – to be completed by November 2021.