

D The annual precept requirement resulted from an adequate budgetary process; and spend against the budget was found to be adequately monitored by the council; and reserves were appropriate.

In Year Budget Monitoring – The Clerk has provided budget monitoring reports to Council in November and January.

Precept/Budget 2016-17 – The Council resolved to set a precept of £5,128 at its January 2017 meeting which is supported by the Clerk's detailed Financial Forecast/Budget report; where a range of precept figures were discussed, Council decided to increase the budget/ precept to increase its elections cost contingency fund by £1,000.

It is best practice to include the budget schedule approved by Council as an appendix to the Council minutes or record the final figure (£) of the total expenditure budget approved by Council.

Reserves - A year end balances of £10,996 exists; however ring fenced reserves make up 78% of this balance. (Car Park £4,500, Highways & Environmental Works £ 2,763 and Transparency Code £1,371.) These are in line with the Reserves policy adopted by Council.

E Expected income was fully received, based on correct prices, properly recorded and banked.

Total receipts for the year were £9,480. These were satisfactorily traced to banking records and supporting documentation which comprised mainly of a precept receipt of £5,149, Highways & Environmental grant of £3,000 and Transparency grant of £531.

F Petty Cash Float - No petty cash float is held by the Clerk.

G Salaries to employees and allowances to members were paid in accordance with the Council's approvals and PAYE & NI requirements were properly applied

The Clerk's remuneration was checked and found to have been correctly calculated, and approved by Council. They are however based on 2015 rates. A 1% increase was awarded in 2016/17 and a further 1% increase awarded with effect from 1/4/17. (Please refer to National SLCC/NALC agreed rates)

Payroll is independently processed by a contractor; who provides pay slips and all necessary payroll reports. A sample of salary and HMRC payments were checked to these and the accounts. No issues arose.

The Chairman received reimbursement of stationery expenses of £78.40 during the year in line with the Council's Standing Orders.

H Asset and investments registers were complete and accurate and properly maintained

The Council's fixed asset register/inventory as at 31/3/17 was examined and found to detail assets at cost where known or past insurance values; totaling £14,396; there being no movement during the year. This is correctly recorded on the Annual Return. The Council considered its insurance needs in June 2016; its current Hiscox insurance cover was considered appropriate and valued street furniture and the war memorial at a replacement value of £19,598.

I Periodic and Year-End Bank Reconciliations were properly carried out.

A year end bank reconciliation has been carried out by the Clerk and independently checked and found to be accurate. It will be presented to Council at its May meeting, together with the completed Annual Return.

Detailed Treasurer's reports are regularly provided to Council by the Clerk. These detailed reports provide bank balances, bank account reconciliations; accounts payable and receipts. Bank statements are regularly evidenced as checked to the bank reconciliation by a member of the Council; this is commended.