

J Annual Return (AR) 2016/17, Statement of Accounts and Variance Analysis.

The AR, Statement of Accounts was correctly compiled based on accounting records on a receipts and payments basis. The comprehensive Variance Analysis report prepared by the Clerk was also considered accurate.

K Trust Funds - The Council is not responsible for a trust fund.

L Council Meetings

A review of Council meeting minutes confirmed that the necessary number of councillors were in attendance achieving the required quorum. Council minutes were appropriately signed and found to be of a good standard. Agendas were not examined.

The Council's Standing Orders and Financial Regulations were adopted in 2014 and 2015 they are based on those published by NALC and are published on the Council's website. I would recommend that they are reviewed by Council and re-adopted on an annual basis.

M VAT Reclaims

The current year's VAT refund of £402.72 was agreed to a sample of supporting invoices. This and the previous year's claim (£10.07) are in the process of being claimed by the Clerk.

During the audit the Council's website was examined and found to be both informative and current; meeting Transparency Code requirements.

Should the Council have any queries with this report please do not hesitate to contact me. I would like to thank Jean for her assistance during the audit and for providing such well organised files so promptly.

Best Regards,

S D Hockett

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