	Ь	Preston St Mary Parish Council Accounts 2021-2022	Council A	ccounts 2	021-2022	-		
Date	Payee	Service or product		Income	Payment	invoice no	vat	Balance
01/04/2021	opening balance			4707.43				
01/04/2021 Babergh	Babergh	Litter bin	Bacs		£ 6.66	10000118811	1.11	
01/04/2021	01/04/2021 Kay Shorter	Wages	Bacs		£ 466.64			
01/04/2021 Village Hall	Village Hall	grant	Bacs		£ 400.00			
01/04/2022	01/04/2022 Proc Council	upkeep of churchyard	Bacs		£ 400.00			
06/04/2021 SALC	SALC	Traing	Bacs		£ 30.00	24282	5.00	
06/04/2021	06/04/2021 Kay Shorter	printer ink	Bacs		£ 11.00			
06/04/2021 HMRC tax	HMRC tax		Bacs		£ 116.80			
08/04/2021 precept	precept			2920.00		20027103		
16/04/2021	16/04/2021 Babergh covid grant			72.00		20027210		
20/04/2021	20/04/2021 SALC payroll		Bacs		£ 22.80	24125	3.80	
20/04/2021 Village Hall	Village Hall	Hire charges	Bacs		£ 108.75			
01/07/2021	01/07/2021 Suffolk Cloud	web hosting	ch 100645		£ 100.00			
09/07/2021	09/07/2021 Kay Shorter	wages	ch 100646		£ 583.44			
09/07/2021	09/07/2021 Babergh Litter bin		ch100644		£ 44.56		7.43	
09/07/2021	09/07/2021 SALC membership		ch100643		£ 132.01	24368		
09/07/2021	09/07/2021 Top Marques	ррр	ch 100647		£ 211.20		35.20	
02/09/2021 precept	precept			2920.00		20027482		
06/10/2021	06/10/2021 Kay Shorter salary		ch100650		£ 583.44			
11/10/2021 Came & Co	Came & Co	Insurance	ch 100652		£ 218.00			
11/10/2021 ICO	ICO		ch 100648		£ 40.00			
19/10/2021	19/10/2021 Top Marques		ch 100649		£ 105.60			0

09/11/2021 Vi	09/11/2021 Village Hall Grant		ch 100651		£ 800.00			
24/11/2021 Top Marques	op Marques	4	ch100654		£ 118.80		19.80	
30/11/2021 SALC payroll	ALC payroll		ch100655		£ 22.80		3.80	
20/01/2022 Kay Shorter		Salary	ch 100626		£ 583.44			
20/01/2022 Top Marques	op Marques	ррр	ch 100657		£ 219.12		36.52	
02/02/2022 Perocial Council	erocial Council	Maint of churchyard	ch 100653		£ 800.00			
16/02/2022 Beuty Therapy	euty Therapy	advertising ppp	Bacs	9.00				
21/02/2022 Hua Sands	ua Sands	advertising ppp	Bacs	36.00				
09/03/2022 Top Marques	op Marques	ррр	ch 100660		£ 144.56		23.76	
07/03/2022 Kay Shorter	ay Shorter	Maint for notice board	ch 100661		£ 32.54		5.42	
07/03/2022 Kay Shorter	ay Shorter	Mouse for laptop	ch 100663		£ 7.64		1.27	
07/03/2022 Kay Shorter		Laptop	ch 100662		£ 189.00		31.5	
08/03/2022 Lee Jardine	e Jardine	advertising ppp	Bacs	9.00				
07/03/2022 command	mmand	advertising ppp	Bacs	36.00		-		
17/03/2022 Kutz for mutz	utz for mutz	advertising ppp	Giro	9.00				
21/03/2022 Salc	JIC	Traiming	ch 100658		£ 36.00		00.9	
21/03/2022 Salc		Payrol	ch 100664		£ 22.80		3.8	
22/03/2022 Br	22/03/2022 British Heart Foundation	Defib unit and case	ch 100659		£ 1,759.99		293.33	
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				10718.43	£ 8,317.59			£ 2,400.84
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## **PRESTON ST MARY PARISH COUNCIL**

## INTERNAL CONTROL/AUDIT

The Accounts & Audit (Amendment) (England) Regulations 2006 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

## SCOPE OF INTERNAL CONTROL

CONTROL TEST	TEST DONE	COMMENTS
	Yes or No	
Ensuring an up to date Register of Assets	YES	New asset register created
Regular maintenance arrangement for physical assets	YES	It has been identified that notice boards and benches need cleaning and treated. To be completed during summer months
Annual review of risk and the adequacy of Insurance cover	YES	
Awareness of Standing Orders and Financial regulations	YES	Reviewed annually and Clerk checks for a relevant updates with the SALC website.
Adoption of Financial & Standing Orders	YES	
Regular reporting on performance by Contractors	N/A	No regular work undertaken by contracted during this period.
Annual review of contracts (where appropriate)	N/A	
Regular bank reconciliation, independently Reviewed	YES	We need to add more councillors to the Bank details
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	YES	
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	YES	
Payments supported by invoices, authorised and recorded	YES	
Section 137 expenditure separately recorded and within statutory limits	N/A	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	YES	
Scrutiny to ensure precept recorded in the cashbook agrees to BDC notification	YES	
Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer	YES	
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the income expenditure data	YES	
Regular financial reports	YES	Each meeting clerk provides report
Regular budget monitoring statements	YES	The Clerk provides at least one budget document annually

Minutes properly numbered and paginated with a master copy kept safekeeping	YES	
GDPR Policies in place	YES	
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	YES	
Adoption of Codes of Conduct for Members	YES	
Declaration of Acceptance of Office	YES	

Internal auditor:

Date of Internal Audit: 01 May 2022

Date report submitted to council 24 May 2022

Review carried out by councillor chair of meeting Signed ......

Next review of system of Internal Controls due: May/June 2023