

Preston St Mary Parish Council Accounts 2021-2022

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

[illegible]

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 any 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 contractors 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