

Siddington Parish Council – Response to Internal Auditor’s Report 2023 – 2024

Point 1 – The Council will adopt financial regulations annually, at their Annual Parish Council Meeting each May. This Item has been included on the May 2024 agenda.

Point 2 – The Council have submitted a supporting statement alongside their AGAR submission, to explain their missing balances from 2022/2023. This will not be a problem ahead, now appropriate procedures are in place for the financial year end. The receipt that was mentioned as missing was the original contract that was arranged for Natwest and Safe Custody – a letter confirming the charge was sent to the auditor in place of a receipt.

Point 3 - The Council have submitted a supporting statement alongside their AGAR submission, to explain their missing minutes from 2023 - 2024. This will not be a problem ahead; especially as the Council website allows for greater transparency of minutes.

Point 4 – Due to personnel changes, it is unknown the budget setting process that was undertaken by the previous Clerk in setting the precept for 2023 – 2024. It was noted by the auditor that a budget setting process was followed for 2024 – 2025.

Point 5 and 6 – The Chair, Vice Chair and Clerk will find time, over the summer period, to create several earmarked reserves, for future Council expenditure. One example of this may be the discussed boundary signs.

Point 7 and 8 – The Council note that they did not meet their publishing requirements in 2023 – 2024. The Public Notice Period will be set at the Annual Parish Council Meeting in May 2024, and the Clerk will ensure all paperwork required for year end 2023 – 2024 is available.

Point 9 – The Council note that no VAT return has been completed due to incomplete records (as per the supporting statement). The Clerk will undertake a VAT return in financial year 2024 – 2025, at least for all purchases made since her start date (September 2023).

Point 10 – The Council note that the AGAR for 2022/2023 was completed late. The Council will complete and submit the AGAR in good time, and this item is included on the agenda for May 2024.

Point 11 and 12 – The Clerk will make the necessary changes to the cash book template.