

## **MINUTES OF THE PARISH COUNCIL AUDIT DISCUSSION HELD DURING MAY 2020 (during coronavirus lockdown)**

All Parish Councillors contacted:

N Marshall (Chairman), P Bedford, G Godwin, R Pearson, B Posey and J Tillson

### **1 ACCOUNTS FOR 2019/2020**

The accounts for the year ending on the 31<sup>st</sup> March 2020 showing a balance of payments over receipts of £7,957.88 was forwarded to all councillors. It was noted that several of the payments made were for the Community Centre and the Car Park, with money used from the reserves and a FPFA Grant.

The end of year balance was £47,226.15 and councillors received the Balance Sheet.

The councillors accepted these.

### **2 AUDIT DOCUMENTS**

2.1 The AGAR documents were forwarded to all councillors. This including the Annual Governance Statement which all councillors approved by confirming that they have reviewed the effectiveness of the system of internal control.

1 - The council have prepared and approved the budget for the precept, monitoring during the year. All financial transactions are recorded and maintained throughout the year.

2 - The effectiveness of the system of internal control covers Standing Orders and Financial Regulations being in place and up-dated accordingly. The remuneration payable to all employees is approved in advance. VAT is recorded and claimed accordingly.

3 - All the council's actions are controlled by stature.

4 - The council published the annual return both on the website and on the noticeboards.

5 - The council have assessed financial and other risks and have the appropriate insurance cover

6 - The council maintains control each meeting of financial and risk management. Following completion of the yearly accounts the internal auditor has all relevant documents required.

7 – We responded to the small issue relating to the grant, figures have been amended accordingly this year.

8 - The council have considered that no events have potential consequences on the finances.

## FREISTON PARISH COUNCIL

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9 – Not applicable – no trust funds.

The Annual Governance Statement was duly signed by Councillor Marshall and the Clerk.

2.2 The explanations for variances was detailed and agreed.

2.3 The statement of accounts had been completed against the previously agreed receipts and payments accounts and was duly signed by Councillor Marshall and the Clerk.

2.4 All finance documents were signed by Councillor Marshall.

2.5 The documents would now be forwarded to the Internal Auditor, along with all the necessary files and published on the website in accordance with the transparency code.

***Signed by Councillor N C Marshall (Chairman)***

***18<sup>th</sup> August 2020***