

C3 38.6 (e)

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

RYE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

C3 38.6 (e)

dated

25/06/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.ryetowncouncil.gov.uk

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RYE TOWN COUNCIL

STATEMENTS OF ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

Assisting Accountants
Gibbons Mannington & Phipps LLP
Chartered Accountants
Landgate Chambers
Rye
TN31 7LJ

Rye Town Council

Statements of Accounts

For the Year Ended 31 March 2018

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Rye Town Council

Council Information

For the Year Ended 31 March 2018

The Right Worshipful the Mayor of Rye

Michael Boyd

Other Councillors

Sam Barnes

Rebekah Gilbert (Deputy Mayor)

John Breeds

Cheryl Creaser

Justin Erswell

Bernardine Fiddimore

Charlie Harkness

Pat Hughes

Jo Kirkham

Ian Potter

Shaun Rogers

Andy Stuart

Ray Prewer

Andi Rivett

Jonathan Breeds

Clerk to the Council

Richard Farhall

Auditors

PKF Littlejohn LLP
1 Westferry Circus
Canary Wharf
London
E14 4HD

Rye Town Council

Income & Expenditure Account

For the Year Ended 31 March 2018

	Notes	2018 £	Restated 2017 £
INCOME			
Precept on District Council		128,813	122,100
Interest and Investment Income	2	560	610
Town Hall Cottage	5	13,800	13,004
Discounted Accommodation Rent	5	3,988	-
Town Hall		30,504	23,849
Town Field	5	500	500
Establishment/General Administration		2,335	264
Heritage Centre		105,364	111,319
Mayors Allowance Receipts		440	80
Gifts and Donations		800	-
Other Grants		2,051	4,574
Service Level Agreement	4	-	9,000
Neighbourhood Planning		3,300	2,600
Public Works Loan	16	-	210,000
		<u>292,455</u>	<u>497,900</u>
EXPENDITURE			
Establishment/General Administration	6, 7	182,884	156,292
Capital Expenditure	10	252,997	374
Loan Repayments and Interest		10,336	-
Election Expenses		-	4,311
Operational Expenditure:			
Town Hall Cottage		-	1,126
Town Hall		7,092	-
Heritage Centre & TIC Running Costs		134,407	119,508
Grants	3	6,925	10,596
		<u>594,641</u>	<u>292,207</u>
General Fund at 1 April 2017		40,618	50,384
Add: Total Income		<u>292,455</u>	<u>497,900</u>
		333,073	548,284
Deduct: Total Expenditure		<u>594,641</u>	<u>292,207</u>
		(261,568)	46,077
Transfers from / (to) Other Reserves		244,761	(5,459)
Agreed Virements		46,636	-
General Reserve Balance as at 31 March 2018		<u><u>29,829</u></u>	<u><u>40,618</u></u>

The notes on Pages 4 to 10 form part of these accounts.

Rye Town Council

Balance Sheet

As At 31 March 2018

	Notes	2018		Restated 2017	
		£	£	£	£
Current Assets					
Stock	11	33,828		27,044	
Debtors and Prepayments	12	15,215		3,697	
Cash at Bank and In Hand		86,142		384,850	
		<u>135,185</u>		<u>415,591</u>	
Current Liabilities					
Creditors and Accrued Expenses	13	28,567		6,787	
Net Current Assets			<u>106,618</u>		<u>408,804</u>
Net Assets			<u>106,618</u>		<u>408,804</u>
Capital and Reserves					
Earmarked Reserves	14	76,789		368,186	
General Reserve		29,829		40,618	
		<u>106,618</u>		<u>408,804</u>	

The statements of accounts represent fairly the financial position of the Council as at 31 March 2018 and reflect its Income and Expenditure for the year.

These accounts have been approved by the Council

Cllr Michael Boyd
The Right Worshipful the Mayor of Rye

Mr R A S Farhall
Responsible Financial Officer

Date:

Date:

Rye Town Council
Notes to the Accounts
For the Year Ended 31 March 2018

1 Principal Accounting Policies

Accounting Convention

The accounts have been prepared in accordance with the Accounts and Audit (England) Regulations 2015, and with guidance from Governance and Accountability for Smaller Authorities in England: March 2018.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. The year end values are stated on the following basis:

Land, operational properties and other operational assets are reported in the notes to the accounts at their original cost. Where original cost is not known a proxy value such as insurance value will be used and this value will remain constant throughout the period of ownership and not be revised to reflect current insurance values.

Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the guide. That is that sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephone, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

Stocks and Work In Progress

Stocks of 'Ryennium', the Millennium Medal and the Jubilee Crockery held at the Town Hall are valued at cost. All other stocks have been treated as consumed because their value was not material.

Stock held at the Heritage Centre is at the lower of cost or net realisable value.

Leases

The Council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

Rye Town Council
Notes to the Accounts
For the Year Ended 31 March 2018

1 Principal Accounting Policies Continued

Reserves

The Council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 14.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The last actuarial valuation was undertaken as at 31 March 2016 and the change in contribution rates as a result of that valuation took effect from 1 April 2017 with annual adjustments thereafter.

Rye Town Council
Notes to the Accounts
For the Year Ended 31 March 2018

2 Interest and Investment Income

	2018 £	2017 £
Interest Income - General Funds	560	610
	<u>560</u>	<u>610</u>

3 Grant Expenditure

	2018 £	2017 £
Rye Ukulele Experiment	-	700
Rye & District Demetia Action Alliance	-	200
Rye & District Street Pastors	-	1,000
Rother Youth Group	-	870
Rye Harbour Sailing Club	-	2,500
ARRC Ltd The School CC	-	562
Entertainment Workshop	-	1,000
Rye & District Chamber of Commerce	2,500	2,764
Rye Cricket Club	-	1,000
Entertainments Workshops	1,500	-
Rye Wurlitzer	700	-
Rye & District Community Transport	2,000	-
Tilling Green Residents	175	-
PCC of Rye	50	-
	<u>6,925</u>	<u>10,596</u>

4 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

A service level agreement was made in 2015/16 with Rother District Council. Rye Town Council has received £9,000 to distribute on its behalf for new events/festivals. £4,000 of the £4,120 balance has been distributed during 2017/18.

5 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing/ Non Repairing
Mr T O Saunders	Town Hall Cottage	13,800	Non Repairing
Rye Rugby Football Club Limited	South Side of New Road, Rye	500	Repairing
Mrs H Rose and Mr M Winer**	97 South Undercliff, Rye	8,700	Non repairing

Council as tenant

Landlord	Property	Rent p.a. £	Repairing/ Non Repairing
Rother District Council	Cricket Salts (Rye Skate Park)	20	Non Repairing

**Tenancy began 16 October 2017 and ended in March 2018.

Rye Town Council
Notes to the Accounts
For the Year Ended 31 March 2018

6 Publicity

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2018 £	2017 £
Town Council Publicity	1,812	2,518
Heritage Centre Publicity	3,710	950
	<u>5,522</u>	<u>3,468</u>

7 S.137 Expenditure

During the year the Council exercised the Power of General Competence which may be used in place of the spending authority available under s.137 of the Local Government Act.

8 Pensions

For the year of account the Council's contributions were 17.4% of the employees' pensionable pay, with an additional £2,000 secondary rate contribution.

This contribution rate will need to continue in 2018/19 so as to provide adequately for known liabilities.

Approved by: Hymans Robertson LLP
(Actuaries to the Pensions Fund)

Rye Town Council
Notes to the Accounts
For the Year Ended 31 March 2018

9 Fixed Assets

	2018	2017
	£	£
	Value	Value
As at 31 March 2018 the following assets were held:		
<u>Freehold Land and Buildings</u>		
Town Hall	350,000	350,000
Town Hall Cottage	190,000	190,000
97 South Undercliff	227,500	-
7 Wish Ward - Land Adjacent	12,000	-
Ferry Road Nursery	10,000	-
Heritage Centre	190,000	190,000
Skate Park	39,050	39,050
Rye Millennium Wall	1	1
	<u>1,018,551</u>	<u>769,051</u>
<u>Vehicles and Equipment</u>		
Office Furniture	1,511	1,511
Other Furniture	24,700	24,700
Equipment - Office and Other	28,701	26,861
Sundry	25,156	24,939
Vehicles	2,115	2,115
	<u>82,183</u>	<u>80,126</u>
<u>Infrastructure Assets</u>		
Street Furniture	11,903	10,463
	<u>11,903</u>	<u>10,463</u>
<u>Community Assets</u>		
Playing Field (977 year lease) - Subject to a sub tenancy of 25 years to Rye Rugby Football Club Limited in 2005	11,000	11,000
Town Model	40,000	40,000
Other Community Assets	360,702	360,702
	<u>411,702</u>	<u>411,702</u>
	<u>1,524,339</u>	<u>1,271,342</u>

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1)

10 Fixed Assets - Additions and Disposals

	2018	2017
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	249,500	-
Vehicles and Equipment	2,057	374
Infrastructure Assets	1,440	-
Community Assets	-	-
	<u>252,997</u>	<u>374</u>
During the year the following assets were disposed		
Operational Land and Buildings	-	-
Vehicles and Equipment	-	-
Infrastructure Assets	-	-
Community Assets	-	-
	<u>-</u>	<u>-</u>

Rye Town Council
Notes to the Accounts
For the Year Ended 31 March 2018

11 Stocks

	2018	2017
	£	£
Heritage Centre	30,653	23,869
Town Hall	3,175	3,175
	<u>33,828</u>	<u>27,044</u>

12 Debtors

	2018	2017
	£	£
Trade Debtors	13,408	2,784
VAT receivable	1,807	588
Prepayments	-	325
	<u>15,215</u>	<u>3,697</u>

13 Creditors and Accrued Expenses

	2018	2017
	£	£
Trade Creditors	11,243	2,087
Other payments in advance	13,737	3,700
Accruals	3,587	1,000
	<u>28,567</u>	<u>6,787</u>

Rye Town Council
Notes to the Accounts
For the Year Ended 31 March 2018

14 Earmarked Reserves

	Restated Balance at 01/04/2017 £	Contribution to reserve £	Contribution from reserve £	C/fwd £
Asset Renewal Reserves	67,157	12,992	(19,834)	60,315
Other Earmarked Reserves	301,029	19,934	(257,853)	63,110
Total Earmarked Reserves	<u>368,186</u>	<u>32,926</u>	<u>(277,687)</u>	<u>123,425</u>
	B/fwd £	Virements from £	Virements to £	Balance at 31/03/2018 £
Asset Renewal Reserves	60,315	(16,000)	4,571	48,886
Other Earmarked Reserves	63,110	(37,207)	2,000	27,903
Total Earmarked Reserves	<u>123,425</u>	<u>(53,207)</u>	<u>6,571</u>	<u>76,789</u>

The Asset Renewal Reserves are maintained to fund the maintenance of certain assets and the periodic replacement of certain equipment. They are credited normally with amounts equivalent to the notional depreciation charges on such assets.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the Council.

The Earmarked Reserves at 31 March 2018 are set out in Appendix A.

15 Contingent Liabilities

The Council is not aware of any contingent liabilities at the date of these accounts.

16 Comparatives Restated

As advised by the Auditors, the Public Works Loan has been recategorised as income in the 2017 comparative figures, reflecting the adjustments due for the annual return. The Loan of £210,000 was originally included in liabilities.

Rye Town Council
Notes to the Accounts
For the Year Ended 31 March 2018

Appendix A

Earmarked Reserves

	Restated Balance at 01/04/2017 £	Provided £	Used £	Agreed virements from	Agreed virements to	Balance at 31/03/2018 £
Asset Renewal Reserves						
Capital Fund Heritage Centre	9,590	-	5,308	-	-	4,282
Capital Fund Town Model	20,000	-	-	15,000	-	5,000
Heritage Centre Office Equipment	1,000	-	-	1,000	-	-
Capital Town Hall Fund	28,761	5,750	6,730	-	-	27,781
Capital Fund Cottage	1,140	1,500	758	-	-	1,882
Town Hall Office Equipment	275	3,150	3,366	-	-	59
Robes and Regalia	918	1,000	109	-	-	1,809
Black and Gold Finger Posts	822	-	822	-	1,083	1,083
Skate Park	1,558	1,000	446	-	1,663	3,775
Street Furniture	2,593	592	2,295	-	1,825	2,715
Freda Gardham Playing Field	500	-	-	-	-	500
	<u>67,157</u>	<u>12,992</u>	<u>19,834</u>	<u>16,000</u>	<u>4,571</u>	<u>48,886</u>
Other Earmarked Reserves						
Computer Software and Training	380	-	264	-	-	116
Asset Valuations	2,500	-	-	-	-	2,500
Elections	2,869	1,500	-	-	-	4,369
Alarm Upgrade	921	-	-	-	-	921
Local Action Plan(PRGP 9.6.08)	1,000	-	-	1,000	-	-
Devolved services negotiation	2,000	-	-	2,000	-	-
Training	533	-	348	-	-	185
Quality Council LAA Grant	766	-	-	766	-	-
Ceremonies Licence	-	633	-	-	-	633
Rye Environment Bequest	11,723	-	11,723	-	-	-
Marketing/Economic Development	15,000	-	-	15,000	-	-
Website	1,798	-	805	-	-	993
Winter Maintenance	920	-	518	-	-	402
Council Tax Scheme Support Grant	15,284	2,051	13,285	4,050	-	-
Highways Fund	6,753	-	-	-	-	6,753
Neighbourhood Planning	8,663	3,300	6,399	-	-	5,564
Grounds Maintenance	349	700	296	-	-	753
Public Conveniences	5,000	-	-	5,000	-	-
Emergency Planning	700	-	-	700	-	-
Grants - General	-	5,000	4,925	-	2,000	2,075
Grants - New Events Fund	4,120	-	4,000	120	-	-
Access	3,385	-	-	2,000	-	1,385
Rye Christmas Festival	2,483	2,000	-	4,483	-	-
Tilling Green sign	1,000	-	-	-	-	1,000
Fiddimore Mayoral Allowance balance	2,401	-	313	2,088	-	-
Town Steward	481	4,750	4,977	-	-	254
Property purchase	210,000	-	210,000	-	-	-
	<u>301,029</u>	<u>19,934</u>	<u>257,853</u>	<u>37,207</u>	<u>2,000</u>	<u>27,903</u>
Total Earmarked Reserves	<u>368,186</u>	<u>32,926</u>	<u>277,687</u>	<u>53,207</u>	<u>6,571</u>	<u>76,789</u>
Transfer to/from Reserves			<u>(244,761)</u>		<u>(46,636.00)</u>	
					<u>(244,761.00)</u>	
					<u>(291,397.00)</u>	<u>76,789</u>

C338.6(g)

Section 2 – Accounting Statements 2017/18 for

RYE TOWN COUNCIL

RE-STATE

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	203,111	408,804	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	122,100	128,813	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	375,800	163,642	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	147,046	163,456	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	10,356	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	145,161	420,829	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	408,804	106,618	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	384,851	86,142	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,271,342	1,524,339	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	210,000	208,013	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

08/06/2018

I confirm that these Accounting Statements were approved by this authority on this date:

25 JUNE 2018

and recorded as minute reference:

C3 38.6(g)

Signed by Chairman of the meeting where approval of the Accounting Statements is given

RYE TOWN COUNCIL

INTERNAL AUDITOR TERMS OF REFERENCE

BACKGROUND & CONTEXT

Local councils have a duty, under the Accounts and Audit Regulations 2015 to maintain an adequate and effective system of internal audit of their accounting records and of their systems of internal control in accordance with the proper practices in relation to internal control.

The Council will re/appoint an internal auditor annually who satisfies the principles of independence and competence. The appointee will receive a letter of appointment which sets out the terms of their appointment. The appointee will be remunerated. The appointment itself and the rate of remuneration will be minuted.

OVERALL PURPOSE OF THE INTERNAL AUDIT

- Generally: to review the Council's accounting procedures and controls and report on their compliance with the Accounts & Audit Regulations 2015
- To test and report (in writing) to the Council on whether its financial controls are adequate and effective, identifying any areas of weakness or concern
- To assist the Council in fulfilling its responsibility to maintain arrangements for the prevention and detection of fraud or error
- To carry out an internal audit exercise as soon as practical after the year end (but no later than the second week of June)
- To suggest areas for improvement
- To complete the Annual Internal Audit Report (part of the Annual Return)

SCOPE OF THE AUDIT

In pursuance of the above the internal auditor shall be guided by the relevant legislation and financial regulations pertaining to the sector, the latest *Guidance & Accountability for Smaller Authorities in England* ('the Practitioner's Guide'), best practice, and the Council's Internal Audit Plan - the content of which shall be agreed by both the internal auditor and the Council annually.

June 2018

C3

38.6(j)

RYE TOWN COUNCIL

DRAFT INTERNAL AUDIT PLAN 2018-19

Notes *This Plan is applicable to the accounts, controls and procedures of both the Town Hall and Rye Heritage Centre.*

The Plan will be reviewed annually and amended to incorporate specific issues detected during the preceding 12 months.

BASIC CHECK LIST (year end exercise – by second week of June)

a) **Budgetary process and controls**

- Is there an adequate process for determining and approving the budget?
- Have monies been allocated in the budget to cover contingencies and are these sufficient?
- Have reserves been allocated and are they at appropriate levels?
- Is progress against the budget regularly monitored and an explanation provided for significant variations?
- Is there a minute recording the adoption of the budget/precept?

b) **Year end controls**

- Have year end accounts been prepared on the correct basis (ie income & expenditure), agreed with the cash book, are supported by an adequate audit trail from underlying records, and debtors are creditors properly recorded?

c) **Proper book-keeping**

- Have appropriate records of account been properly kept – and are they accurate and up-to-date?

d) **Payment controls**

- Do Members regularly see a complete list of payees?
- Does all expenditure agree with the budget, Council decisions/authorisation or delegated authorisation?
- Are payments in the cash book supported by (authorised) invoices?
- Is VAT correct in the cash book, linked to invoices, and been reclaimed?
- Are any Section 137 payments identified in the cash book separately and is the total expenditure within the prevailing statutory limit?
Note: The Council is currently eligible to exercise the Power of General Competence – rendering the s137 power superfluous.
- Has the Council acted lawfully in its decision making and not exceeded its powers?

- e) **Income controls**
- Has scheduled income (precept, grants, fee income etc) been fully received, based on correct fees (where relevant), properly recorded and promptly banked?
 - Has other income been properly recorded and promptly banked?
 - Are security controls over cash and 'near cash' (eg vouchers and stamps) adequate and effective?
- f) **Petty cash procedures**
- Are all petty cash payments recorded, supported by receipts and have reimbursements been made?
 - Where relevant, has VAT been recorded and reclaimed?
- g) **Bank reconciliations**
- Are all bank statements – including investment statements – available?
 - Are bank reconciliations carried out regularly?
 - Are there any unexplained entries in any reconciliation?
- h) **Payroll controls**
- Do salaries paid agree with the pay scales approved by the Council?
 - Are tax, National Insurance and pension requirements properly applied?
 - Are pension contributions calculated correctly?
- i) **Risk management**
- Has the Council reviewed its fidelity insurance, ensuring it is adequate in comparison to Council funds and the precept?
 - Has the Council reviewed its *Financial Regulations*, including the Council's *Standing Orders* relating to the purchase of goods and services?
- j) **Asset controls**
- Is the Assets Register up-to-date?
- k) **Reviews**
- Has the Council reviewed its system of internal control and re/issued a statement of internal control?
 - Has the Council reviewed the effectiveness of its system of internal audit?
- l) **Improvements**
- Has the Council acted on any recommendations made by the internal or external auditors?