

Stoke Orchard and Tredington Parish Council
Explanations for Section 2 – Accounting statements 2022/23

On 1 April 2023 I was employed by Stoke Orchard and Tredington Parish Councils as the Interim Clerk and Financial Officer. The Clerk and Financial Officer is on Maternity Leave until 31 December 2023.

Explanation for Box 1 figure being restated as £57,952

It was necessary to restate Box 1 due to the council changing finance software providers on 1 April 2022 when the method of recording the prepayment card changed.

2022 Box 7 aligned to all bank balances, but the new finance software company recommended that the prepayment card was set-up as a bank account within the finance system. The difference between 2022 Box 7 and 2023 Box 1 is £19.65 which was the balance on the prepayment card when the council changed finance system.

In the previous system transactions were accounted for as purchases and therefore did not show as a cash balance. Within the new system they are handled as transfers in and out of a prepayment card bank account which shows a cash balance.

The bank reconciliation balanced throughout the year with no anomalies.

Internal Audit Report

The following two points shown in italics were brought to my attention in the Internal Audit Report and I have noted my actions accordingly:

Box 2

Internal Control Procedure

The head of the form sent indicates that this was for 2019. Although last page signed 14/12/22. Viewed the February minutes which is the earliest meeting these minutes can be reviewed and no minute to evidence the review. Reviewed by Alan MacDonald and George Fairbairn. No council minute to evidence the internal controls are carried out

Moving forward, I will ensure that the internal control procedure is implemented in October 2023 (halfway through the financial year) and it will be recorded in the minutes.

Box 5

It was recommended in 2020/21 that the council adopts a Risk Assessment Policy and that it is reviewed annually. A risk management Plan adopted April 2022/23 04.04.23.11 but nothing in place for the whole of 2022/23

The council disagreed with the internal audit report which states council assets were at risk as evidence was provided of regular asset inspections undertaken throughout the year. This was formalised with the adoption of the Risk Management Plan on 4 April 2023 and appreciate the asset inspections should be recorded in the minutes, this will be implemented moving forward.

Jules Owen

Jules Owen FSLCC (FdCG)

Interim Parish Clerk & Responsible Financial Officer
Stoke Orchard and Tredington Parish Council