

WILMINGTON

GRAVESEND ROAD

SHORNE

KENT

DA12 3JH

30 May 2024

**TO – CHAIRMAN & CLERK STANSTED PARISH COUNCIL**

Thank you for the opportunity to carry out the Internal Audit of Stansted Parish Council Accounts for the Financial Year 2023/2024.

I could find no errors with the figures as presented and agreed the year end as summarised by the clerk. The AGAR has been filled in, the Internal Audit Section has been signed, and the rest of the form is ready for your next meeting.

The accounting system provides up to date expenditure reports and greatly helps with the year end process, enabling the clerk to produce meaningful data for the AGAR report.

The financial reports submitted at your Parish Council meetings ensures that all Councillors are up to date with the current position of the finances and balances in the bank accounts held.

Comments that I have are as follows –

**BUDGET & PRECEPT** – According to your Financial Regulations, that I looked at on your website, the Budget for the Parish Council, should be looked at by the Finance Committee in November and approved by the Full Council in December or January together with the setting of the Precept. Please look at Section 3 page 5 of the Regulations and adjust your timetable of meetings accordingly to reflect these Regulations.

**CLERK'S SALARY** – Currently the Clerk's salary is paid by Standing Order, the same each month, but when the pay calculation is carried out it can be different to that paid on the Standing Order. I would ask that the SO is stopped and the amount that is calculated only is paid out.

**WEBSITE** – Currently the website gives sparse details of how to contact the Parish Council, there is no telephone number or full address to send a communication only an email. Could the Parish look at this and consider updating Contact details. You publish the Minutes of your meetings but the Appendix A (detailing bank balances, invoices to be paid etc) is not included; is there a reason for this to be held back.

**BANK ACCOUNTS** -The Clerk/RFO has already been looking at using CCLA Bonds to move the rent from the school out of the bank accounts to these long term bonds. If they are long term then they will have to be added to the Asset Register. The address for the two Nationwide Accounts needs to be changed to that of the current Clerk's address and not of the previous clerk.

I have separately enclosed my invoice for the time taken to carry out the Internal Audit for the 2023/2024 year.



MARTIN FIELDER-WHITE