

To: The Chairman of Butlers Marston Parish Council

Cc: The Clerk of Butlers Marston Parish Council

## Butlers Marston Parish Council Internal Audit Report

May 2023

I have completed a review of the Butlers Marston Parish Council's (the Council) accounts and procedures for the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, I set out my conclusions below.

I am satisfied, within the levels of assurance set, that:

- Appropriate measures and controls are in place to ensure income is collected and banked on a timely basis and expenditure is approved prior to being incurred and payment made within the authority levels set;
- Receipts and expenditure have been correctly accounted for through the Council's bank account and appropriately reflected in the Receipts & Payments statement which is prepared on a cash basis;
- Appropriate records are maintained to provide an accurate record of the Council's financial position and its assets and investments;
- The year-end cash position is an accurate record of the balance held in the Council's bank account;
- The Council performs its financial duties in accordance with the relevant statutory regulations.

I have approved and signed the Annual Governance and Accountability Return which reflects the following:

### 1. Receipts & Payments

	<u>2022/23</u>	<u>2021/22</u>	<u>Variance</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<b>Balance b/fwd</b>	<b>3,399</b>	<b>1,555</b>	<b>1,844</b>
Precept	3,860	3,683	177
Other	2,460	1,216	1,244
Total receipts	<u>6,320</u>	<u>4,899</u>	<u>1,421</u>
Staff costs	-1,614	-1,645	31
Other	-1,841	-1,410	-431
Total payments	<u>-3,455</u>	<u>-3,055</u>	<u>-400</u>
<b>Balance c/fwd</b>	<b>6,264</b>	<b>3,399</b>	<b>2,865</b>

## **2. One-off items of expenditure**

The analysis of variances properly explains the differences between financial years by identifying the following one-off items of income/expenditure in 2022/23:

- One-off Shared Prosperity Fund grant received in 2023
- Reduction in CIL payment compared to 2022
- Additional income through hire of marquee and VAT reclaim
- Purchase of the Jubilee Bench in 2023
- No expenditure on grass-cutting in 2023, as responsibility has been taken back by Stratford on Avon District Council

## **3. Exemption from External Audit**

The Council has been able to claim exemption from external audit under the AGAR procedures, due to income and expenditure being less than £25,000.

## **4. Fixed assets**

The value of fixed assets and long-term investments is £49,465, following the addition of the Jubilee Bench and the Unknown Tommy statue since the prior year. The valuation has been assessed on a consistent basis with prior years.

## **5. Loans & Borrowings**

The Council does not hold any loans or borrowings.

## **6. Other matters**

I am aware of the following matters:

- The Council has agreed to a precept for 2023/24 to £3,761 pa. The precept amount is higher than the budget due to the need to increase general reserves over the next few years with the aim of having around 12 months basic expenditure in reserves as per guidance.
- The Council have approved an increase in the Clerk's salary, in accordance with the Clerk's Contract of Employment.
- The Shared Prosperity Fund Grant of £1,500 will be used for an initial feasibility study to see whether it is worthwhile doing a larger feasibility study on the possibility of reordering the Church in a way to make it a more usable community building.
- The Council have opened an interest-bearing account with Lloyds Bank, the current balance is correctly reflected in the records.

There are no other matters to report which the Clerk specifically wished to bring to my attention nor are there any matters to bring to the attention of the Council.

I would like to express my thanks to the Clerk, for her time and diligence in maintaining the financial records to such a high standard and her co-operation during this review.

**Katrina V Briggs BA ACA JP**

**11<sup>th</sup> May 2023**