

8th May 2017 Report for Councillors

Internal audit report from Mrs Nicola Phillips

- a. The following receipts are not correct.
- Clerk wages/expenses Sep invoice £221.66, paid £215.66
 - Payment to Cllr Brook - £14.47 Oct 2016, stated delivery charge, on receipt is shows Milk and Choc?
 - Payment to Cllr Brook - £87.35 paid Feb 2017, receipt for £80.14
 - Payment to Cllr Brook - £12.00 for data input Nov 2016, receipt for greeting card, biscuits and roses?
 - Payment Cllr Cundy for £108.45, input on account £108.46.

The following receipts are missing

- All payments to HMR cheque no's 751 Nov 2016, 795 Feb 2017 and 804 March 2017.
- Clerks wages/expenses Nov, Dec 2016, Jan, Feb 2017.
- Payment to Cllr Brook - £5.94 May 2016
- Cllr Brook – payment £27.32, only have receipt for photocopy £7.52 Nov 2016 There is no claim form for fuel.

I could not check payments on the cheque stubs before 21/6/2016, as not given.

The following cheques stubs had not been double signed by Councillors: 735, 736, 737, 746 and all from 791 to 808.

- b. Details as above
- c. Agreed
- d. Agreed
- e. Agreed
- f. Not applicable
- g. Detailed above, the Clerk wages/expenses are not recorded correctly and there are no copies of the payments to HMR PAYE
- h. The Asset register and risk assessment forms have not been updated or recorded for 2016/17.
- i. The accounts were recorded monthly on the Parish Council minutes, but the back reconciliation for 2016/17 still have to be approved by the Council.
- j. Agreed, there was only one input incorrect, which will be corrected.

The minutes for 15th November have not been signed, please also make sure that all pages of the minutes are signed, the agenda's need to be signed by the Clerk.

I am aware that you have a new clerk and would suggest that the Council authorise the Clerk whatever additional hours he requires to get things up to date and correct. I would also like to remind the Council that the Clerks will be taking on more responsibilities in the future, as more powers are given to the PC's, so I would keep that in mind when reviewing the hours. I would suggest 8 hours a week to enable the Clerk enough time to ensure all accounts and legal's are kept up to date.

Mrs Nicola Phillips

Clerk – Blandford St Mary Parish Council, Motcombe Parish Council, Iwerne Minster Parish Council and Bryanston Parish Council.