



Darnhall Parish Council

MINUTES OF THE MEETING OF DARNHALL PARISH COUNCIL FINANCE COMMITTEE HELD AT DARNHALL PARISH COUNCIL ON TUESDAY 21ST MARCH 2023 AT 6:30PM

PRESENT: Cllrs R Strachan (Chair), R Lee, and M Sherry
Dr M Bailey (Clerk/RFO)

1. APOLOGIES

No apologies were received.

2. DECLARATIONS OF INTEREST

No declarations of interest were noted.

3. MINUTES – 11TH JANUARY 2023

The minutes from the Finance Committee meeting held on 11th January 2023 were approved by Members.

4. MATTERS ARISING

No matters were raised from the minutes.

5. ISSUES TO BE CONSIDERED

The following issues were considered by the Committee: -

- *Ledger (1.4.22-28.2.23)*
The above ledger was noted by the Committee.
- *Internal/External Audit 2022/23*
Members noted that the Internal Audit for 2022/23 will take place in mid-June 2023.

Members noted the following recommendations and updates from the 2021/22 Internal Audit.

ISSUE 1

Bank reconciliation: -

- The Barclays Savings Account balance used in the year end bank reconciliation is £8817.96 but the actual year end bank statement balance is £8818.18
- The 200 Club balance used in the year end bank reconciliation is £789 but the actual year end bank statement balance is £823
- The Barclays Community account balance statement balance is dated 22 November 2021.

RECOMMENDATION

Year end bank statements must be obtained for all bank accounts

and all bank accounts in the SCRIBE ledger must be balanced to the year end bank statement balances.

UPDATE

The Council will get year end bank statements for all bank accounts and balance the statements on the ledger/bank reconciliation documents.

ISSUE 2

No VAT is recorded in the cashbook expenditure analysis and no VAT records were provided for internal audit. Therefore, although a VAT reclaim of £505.22 was received in the financial year, we were unable to review whether this covered all previous outstanding VAT reclaims. The cashbook analysis must record VAT to help ensure a complete and accurate VAT reclaim can be submitted for the financial year.

RECOMMENDATION

The council must review VAT records to ensure all outstanding VAT from prior years has been reclaimed.

UPDATE

VAT records have been kept throughout the year.

ISSUE 3

Income receipts/ invoices were not available to substantiate all of the income received on 24/11/21 of £553.00.

RECOMMENDATION

A complete audit trail of income documentation should be retained for all entries into the SCRIBE ledger.

UPDATE

Records have been kept throughout the year of income.

Members are asked to note the date of the 2022/23 Internal Audit and the updates on the 2021/22 audit as set out above.

As in previous years, the Council will apply for exemption from the external audit process.

In terms of income, Members requested that all payments should be accompanied with a date and references to the payee.

Members also noted that the Parish Council will apply for an exemption from the 2022/23 external audit.

- Budget 2023/24
Members noted and agreed the budget for 2023/24.

Members raised the issue of the new website and agreed to look at the

old/new sites to make sure that all information had been transferred over.

- Expenses
Members agreed to approve an expenses claim from the Village Hall caretaker for £126, to cover travel during the period of the bridge closure.

6. ANY OTHER BUSINESS

The Committee considered the following items

7. DATE OF NEXT MEETING

The next meeting of the Committee will be Tuesday 23rd May 2023 at 6.30pm.

Meeting closed at 7:20pm.

Chair