

REMENHAM PARISH COUNCIL

Part of the Signed Minutes of the meeting held in the Parish Hall on 10th May 2018
starting at 6:10pm and finishing at 8:00pm (circulated 11th May 2018)

059/18: FINANCIAL MATTERS

The Clerk presented the accounts. These were AGREED and it was confirmed that RPC has

- (a) put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements,
- (b) maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness,
- (c) provided a proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations,
- (d) carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required,
- (e) maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems,
- (f) taken appropriate action on all matters raised in reports from internal and external audit,
- (g) considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements,
- (h) taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances, and
- (i) discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. It was AGREED accounts would go to the internal auditor (Pat Sly) and then PKF-Littlejohn). A NatWest form requesting that any two of the present councillors could sign a cheque was completed. It was AGREED that The Clerk would submit this. The following cheques were signed:

000675	£144.66	BALC subscription
000676	£ 51.60	BALC audit/TC course
000677	£ 51.60	BALC GDPR course
000678	£280.00	The CurryClub APM refreshments

Cheque 000674 was scrapped. The Appendix contains a list of all 2017-2018 current account income-expenditure up to this month.

REMENHAM PARISH COUNCIL

Part of the Draft Minutes of the meeting held in the Parish Hall on 12th June 2018
starting at 8:00pm and finishing at 10:15pm (circulated 14th June 2018)

070/18: FINANCIAL MATTERS

The Clerk reminded the meeting that the income-expenditure that had taken place with RPC's current account was now found in the April and May minutes. He also indicated that Pat Sly had signed off the internal audit of RPC accounts. RPC AGREED that she should be paid £125 for this task (given difficulties with XLS software this year). The signed audit form/paperwork was AGREED and it was AGREED that the Clerk should send off these for the external audit to PKF-Littlejohn. It was also AGREED that the signed form for a change in NatWest signatories would be sent off.