



Bishop Middleham & Mainsforth Parish Council

Reply to,
28 White House Drive,
Sedgefield,
Stockton-on-Tees.
TS21 3BX
Tel. No. 01740 620042

Conserving our Past : Building our Future

Chairman Cllr. Harvey Neve

19th August 2020

Supporting information for the 2019/20 Annual Audit process

1. Restating of 2018/19 Accounts

We have asked to re-state our 2018/19 Accounts as there was an error made regarding the figures in boxes 7 and 8. Both boxes should have read £43,883, this has been rectified in this year's accounts.

2 Answer No to Question 7. The Council have answered this as a no for the following reasons: -

- a. For the last 2 years the Internal Auditor has highlighted no claim for VAT being made since September 2017. The Council having spoken to HMRC, have submitted a claim for VAT backdated to September 2017, in the current year, so covering, 2016/17, 2018/19 and the current year 2019/20. By waiting till post 31st March 2020, it has allowed a full year claim to be made. Claims for 2018/19 amounted to £7123 and for 2019/20 a claim of £7602. It has been agreed an annual claim will be made from now. We await HMRC decision as to whether 2016/17 claim is out of time.
- b. The accounts have been based on an Income/Expenditure basis, and there have been issues regarding bank reconciliation in the past. We have this year, used the form to reconcile the banking as per Mazars Pack, and to prevent this happening again, we have agreed the current year, 2020/21 to change over to use the RBS/Rialtas for the Accounting package. We were advised by RBS to retain the current system for 2019/20 year and undertake a full change to cover from April this year.
- c. A typing error in 2018/19 return resulted in the Noticeboards being left off the Asset register detailed to yourselves.
- d. To ensure a further independent control staff salary are now from 2020/21 undertaken by Mollarts Accountancy based in Darlington.

3. Internal Audit Report

We have taken onboard the recommendations made by the Internal Auditor, from 2018/19 and have implemented same. I am please to advise you will see no issues are raised in this years Internal Audit Report submitted in Appendix to the Accounts. The Internal Auditor Report was agreed and adopted at the 17th August 2020 Full Council, and at the same meeting he was formally re-appointed to undertake the 2020/21 Audit also.

4. Review of Internal Control

The report presented by the Parish Clerk, was agreed at the 17th August 2020 meeting, and is enclosed in the Appendices to the report. No issues raised.

5. Acceptance of Office

1 new member of Council was co-opted to Council during the year. A copy of his acceptance deceleration along with the Chairman and Vice Chairman are attached to the Appendices. It is to note, he was co-opted after a formal Notice of Vacancy had been advertised. A similar vacancy is on hold, no one responded to advertisement of the vacancy, and due to COVID situation Council were advised by the Returning Officer not to proceed. The new Councillor was enrolled on the new Councillor training course, but it was postponed due to COVID.

6. Variances

A separate report is attached to appendices detailing this item, along with Section 137 spend. The Council has no borrowing currently.

7. Asset Register

This too is attached as an appendix. It rose by £902 due to the purchase of 2 litter bins.

8. Staffing

The permanent Parish Clerk left the Council in December due to ill health. He had been covering the RFO role, and the Acting Parish Clerk the remainder. The Acting Parish Clerk took over all responsibilities as of the day he left. The Council has no other employees and have advised the Pension Regulator accordingly. Current Parish Clerk has no pension commitments.

9. Financial Risk Assessment

This was agreed by Council during the year and is attached in appendices.

10. Website

Sedgefield Web design are the company who host and do all the uploading of Council web information. A newsletter is distributed at least once per year across the Parish.

John Robinson
Parish Clerk.