

BLETCHINGDON

Parish Council

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Chairman: Mr C. Lane
Clerk: Mrs F Mason

02/06/2021

Dear Sir, Madam,

Please find attached in the email along with this letter, the documents for our audit as follows;

- Payments and Receipts Spreadsheet (the basis of our accounts).
- Bank Reconciliation Spreadsheet.
- Explanations for significant variances and level of reserves.
- The Notice of Public Rights document.

We have instructed a new Internal Auditor for the financial year 2020/2021 who have made a number of observations that have been welcomed by the Councillors. Each of the observations were reviewed in detail during the May Parish Council meeting.

Please see below for our explanations to any 'no' answers in the Annual Governance Statement or in the Internal Audit Report.

Control Objective C

We note for the record it appears that our risk assessment was not reviewed at the start of the financial year as this review was not included in the minutes as it should have been. Please note for future reference that the risk assessment for 2021/2022 has been reviewed and recorded in the April 2021 Minutes.

Control Objective G

Bletchington Parish Council is registered for PAYE, does submit PAYE returns to HMRC and has done so for many years.

Since receiving the report from our new Internal Auditors, we have now advised them of this fact and provided them with proof of our returns.

Control Objective M

With regards to the Period for the Exercise of Public Rights, an error was made as a Bank Holiday was not noted. The template as provided by Moore will be used in future to prevent this error from happening again.

Bletchingdon Parish Council use the general power of competence.

Yours sincerely

Fiona Mason
Clerk to Bletchingdon Parish Council