

# Annual Governance and Accountability Return 2019/20 Part 2

As required under part 2 of the above governance documentation requirements the following observations were identified which did not meet the criteria of Section 2 of the Internal Control Objective.

**Item B - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.**

There were 15 missing invoices during 2019, 14 of those were from the same company. All invoices would have been presented & approved for payment at monthly meeting and Cheque stubs confirm payment actions. The RFO position was fulfilled by the Parish Clerk, who resigned in Q1 2020. Information handed over at that time was used as part of a management of change process carried out by the Parish Council. This problem was identified and brought to my attention. The PC have contacted the service provider to forward copies of the invoices, but at the time of the audit those records had yet to be received.

**Item I – Periodic & Year-year end bank account reconciliations.**

Monthly account documentation was presented by the previous Parish Clerk (RFO) to the Parish Council along with approval requests for expenditure during 2019/20.

But documents produced show that the Parish Council had repeatedly requested that the RFO provide bank statements, the cheque book & monthly accounting sheets for their internal review. It is evident that the previous RFO did not fulfil this request and is now no longer employed.

**Item J – Accounting Statement Records.**

Due to the above issue it is evident that the previous RFO had not provided a full audit trail with Bank Statements not being present, but internal monthly statements, invoices (at time of meeting), proposed & seconded payment evidence with corresponding Cheque stubs are fully available and correct.

Currently the Parish Council are in dispute with their Banking Service provider who are preventing them from accessing historic bank statements. The dispute has been ongoing since the beginning of the year and several access requests have been made to the bank which have all been rejected. The dispute has been reported to the Local Associations of Local Councils in March 2020 who are providing assistance.

The situation with regard to missing information was also raised with PFK Littlejohn on May 5<sup>th</sup> 2020, with a request for practical guidance which was received, but little support given.

A lack of handover documentation from the previously employed RFO has hindered the Parish Council.

Yours Sincerely

M. [Signature]

Dated: 19.8.20

AAT Level 4 Qual. (ed)