

Pillaton Parish Council

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Internal Audit 2024/2025 of Pillaton Parish Council

Note to Jim Bennett 4th April 2025

Dear Mr Bennett

On behalf of the Chairman & Councillors of Pillaton Parish Council, thank you for carrying out the internal audit process once again.

I believe that there are no financial anomalies to report for the above period. Please find enclosed a copy of the (AGAR) Section 2 and Section 3 External Auditor report / certificate 2023/24.

Expenditure on Account 1 remained broadly consistent with the previous financial year against Budget headings other than for the Clerk salary & HMRC payments. The amounts reflect the appointment of a new Clerk & RFO from May 2025. Expenditure exceeded the Budget by £333 of which £103 is recoverable under Vat viz- Payments £4,099, Budget £3,766, (Precept level £3,727).

There is no movement to report on Account 2 (EMF) other than to record Interest in the sum of £34.90. Reconciliation amount(s) are Account 1 £529.08 & Account 2 £3,163.12. Total Council funds £3,692.20.

The Parish Council's reserves on Account 1 are £529.08 (after bank charges) as opposed to £3,953.31 at year end 2023/24.

All monthly payments made by the Parish Council are now made by BACS transfer and have been so since June 2024. All Councillors monitor the Bank accounts, details as provided at the Public Meeting and the Council has three signatories to each Account.

The Vat amount of £76.17 was correctly recovered for 2023 / 2024.

The Precept amount for 2024/2025 decreased from £4,569 to £3,727.

The Year End Accounts file lists the Receipts & Payments reconciliation statement, Statement of Income & Expenditure, Summary of Receipts & Payments, and the Summary and Supporting Statement prepared for signature.



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There is a general file listing budgets and asset register. The Insurance cover with Zurich Municipal was renewed within the LTA arrangement. ROSPA Play Inspection Company carry out an annual inspection and test of playground equipment in addition to the usual Zurich Engineering inspection reports.

Most of the Council's Governance (Policies & Procedures) are not due for full review until 2029 as the Governance list is currently being updated and extended during 2024/2025. The Standing Orders May 2023 edition were reviewed and adopted 4th June 2024. The Financial Regulations (NALC) were revised and adopted 4th June 2024.

Please find listed in the file the following information-

1. Lloyds bank statements Pillaton A/c1
2. Lloyds bank statements Pillaton A/c2 (EMF)
3. Monthly payments schedule and invoices.
4. AGAR (copy file)
5. Vat claim (copy file)
6. Insurance & Risk Management (copy file)
7. Year-end Accounts file & S.137 & over £100 payments statement
8. Budget & Assets
9. Internal Audit statement
10. Finance Governance Policies

I do hope that you have all the information that you require, and that everything is in order, but please contact me at any time for any clarification which might be needed.

The Parish Council's next meeting is the Annual Meeting of the Parish Council 13th May 2025. The financial year-end 'unaudited' statement will be included at the Public Meeting 1st April 2025.

Yours sincerely

Christopher Cook (CILCA) (PIALC)

Parish Clerk & Responsible Financial Officer



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