

**Don and Rose Potter**  
*Crispins, 64 The Avenue, Worminghall, Nr. Aylesbury*  
*Buckinghamshire, HP18 9LE. Tel 01844 339325*

*26th April 2018*

*Worminghall Parish Council*  
*C/O David Williamson*

*Dear Councillors,*

**Parish Council accounts for year ending 31st March 2018**

*As requested, I have once again reviewed the cashbook, supporting documents, bank statements, and the financial schedules which were provided by Adele to enable me to undertake the internal audit for the Worminghall Parish Council for the year ended on 31<sup>st</sup> March 2018.*

*You will see from the Receipts and Payments Summary, the cash balance at 31st March 2018 was £4566 which reflects a material outflow of funds in the year of £2123 from the closing bank balance of £6689 at the last year end. This is also significantly adrift from the budgeted bank balance of £7260 for March 2018 on which the Precept for the year was set.*

*While receipts in the year were broadly in line with expectations, costs incurred were significantly higher than 2016/7 ie up by £3959. The major variances being an increase in donations ( up £1132), the upgrading of some street lighting to LED (up £950) , much higher expenditure on devolved services which was £1512 above the funding provided by AVDC and increased admin costs of £1147 although this included some expenditure related to the previous year.*

*Expenditure in the year on the Neighbourhood Plan of £10236 was fully covered by grants as was the expenditure of £1810 on the new computer for the Clerk so these items had no impact on the financial outcome for the year.*

*In terms of the adequacy of reserves, the closing bank balance at 31st March 2018 of £4566 equates to 8 months of the annual precept which is comfortably within the 3 to 12 month levels recommended for councils.*

*Although not part of the internal audit process, I note that the projected bank balance of £6000 at March 2019 which was the basis for setting the Precept for 2018/9 , equates to a very healthy 10 months of the annual precept. However this assumes that the areas of excess expenditure in 2017/8 above are not repeated in the current financial year. This highlights the importance of councillors, through the quarterly review prepared by the Clerk, continuing to*

*monitor ongoing expenditure levels against budget during the current financial year.*

*In conclusion, I am pleased to confirm there were no issues arising from the audit which I need to bring to the attention of the Councillors and I have passed to David the Annual Internal report for 2017/8 which I have signed as the auditor. I will be attending the Parish Council Agm on Thursday 10th May but if you have any specific questions regarding the financial schedules or the audit process please contact me by email prior to the meeting.*

*Yours faithfully*  
*D S Potter FCMA,CGMA*



