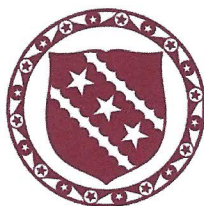


SCARISBRICK PARISH COUNCIL

Chairman: Councillor Mrs G Holcroft



*Clerk: Mr. Thomas Houghton,
137 Smithy Lane, Scarisbrick, Ormskirk
L40 8HH
Email scarisbrickpc@outlook.com*

8th June 2017

Dear Sir,

Your reference: MBT/EP/2017/B"/SCAR04

We refer to our Annual return for the year 2016-17 and write to advise you of an amendment made on Section 1 of the return which relates to the Annual Governance Statement, Paragraph 2.


Under the Financial Regulations Section 2.2, approved by Scarisbrick Parish Council in July 2016, a quarterly Bank reconciliation should be completed on a quarterly basis by a member of the Council. During the financial year ending 31/03/2017 Bank reconciliations covering quarters 3 and 4 were not undertaken.

Whilst the final Internal Audit did not raise any concerns, the Council are aware that the omission of the additional checks necessitated a change to the answer to paragraph 2 to the Annual Governance statement from 'yes' to 'no'.

The Council has now set in place measures to ensure that the reconciliations are made on a prompt and regular quarterly basis in the financial year 2017-18. A non cheque signing Councillor has been appointed to conduct such reviews.

We trust that this information is sufficient for your purposes in completing the external audit.

Yours sincerely,


Mrs G Holcroft
Chairman



Mr TJ Houghton
Clerk to Scarisbrick Parish Council