

Scarisbrick Parish Council
Annual Governance Statement
Explanation of Replies

Question 2

The Internal Auditor identified the following issues;

1. In the council minutes dated 4th June it states at point 18/98 that the Clerk's salary would be reviewed at the end of the meeting, but there is no minute to state that this actually happened.
2. Bank reconciliations and original bank statements should be signed by a council member, other than the Chairman, every quarter and a minute to this effect included in the appropriate council meeting minutes.
3. Budget reports should be signed by a council member every quarter and a minute to this effect included in the appropriate council meeting minutes.
4. List of funds transfers within the council's banking arrangements should be submitted to the next council meeting after which the transaction was completed.
5. Cheque stubs should be initialled by the cheque signatories.

On this basis the Council decided that 'No' to question 2

At the Parish Council meeting the findings were discussed. The Council agreed changes to existing processes to ensure that no further similar matters would take place. (Minute 19/95 refers)

Question 4

This follows an instruction from the External Auditor in the report for 2017-2018.

The instructions set out by the auditor have been followed.