

Wickham Parish Council

Finance Committee

Minutes of a meeting of the above Committee held at Wickham Centre on Monday 10th May at 8.55pm.

Present: Angela Clear (Chairman), Mike Carter (Vice-Chairman), Thérèse Evans, Di Frost, Justin Gamblin, Sue Roger-Jones

Parish Councillors: Mike Bennett, Marie du Boulay, Jenny Hollis
Parish Clerk Nicki Oliver

1. **To receive apologies for absence** None.
2. **To receive declarations of interest on agenda items** None.
3. **To adjourn meeting to allow participation by members of the public** Not required.
4. **Agenda**
 - 4.1 To review income and expenditure April 09-March 10 **Noted.**
 - 4.2 To approve 2009/10 Receipts and Payments account for internal audit **Approved.**
 - 4.3 To approve 2009/10 Supporting Statement **Approved.**
 - 4.4 To review Asset register **Noted.**
 - 4.5 To review Internal Controls and Risk Assessment 2009/10 prior to production of an Action Plan for inclusion with end of year accounts **Noted, the following to be checked:**
That £5 million public liability insurance is sufficient.
 - 4.6 To review audit tests carried out for 2008/9 and agree scope of internal audit work required for 2009/10 **It was agreed that the internal audit should include the same tests as 2008/9 as shown on page 2.**
5. **To identify any unmanaged risks within this committee's remit** Continue to monitor.
6. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available** Continue to monitor.
7. **Recent correspondence/ reports from meetings attended of relevance to this committee** None.

Meeting closed 9.15pm

INTERNAL AUDIT TESTS 2008-9

Precept agreed
Precept properly set and minuted
Interest Gross and correct
Variable income tested
Salary correct and approved
Members allowances correctly administered
Payments correct amount
Payments VAT correctly recorded
Payments minuted
Voucher or invoice supports payment
Cheque stub initialed or return cheque
Petty Cash documented properly
Risk Assessment and Insurance
Cash book up to date
Cash book arithmetic
Cash book balanced
Standing Orders and Financial regulations
RFO appointed
S137 within limits
S137 separately recorded
VAT reclaimed properly
Inland Revenue notified of employees
Petty Cash procedures
Clerk's expenses reasonable
Fixed Assets agreed
Bank reconciled
Accounts reviewed
Stocks
Debtors
Creditors
Loan Balances and Repayments
Council's role as Trustee

Other issues as listed below

None