

The Outside Office
Give your Business a helping hand

16 Stoneyhurst Avenue
Burnley
BB10 4NL

Tel: 07855082188

accounts@theoutsideoffice.co.uk
www.theoutsideoffice.co.uk

To Waddington Parish Council
Clerk@waddingtonparishcouncil.org.uk

23rd May 2025

Report of Full Audit of Waddington Parish Council

A full audit was undertaken from 1st April 2024 to 31st March 2025.

All income and expenditure were well presented with evidence, and all is correct in keeping with the CAF Current account statements. There have been no larger amounts of spending carried out in this year the largest amount of spending for the year was for work carried out to the fencing and a payment made for the materials to Bob Lancaster for the sum of £2418. All expenditure has been well presented and correct in keeping with the bank reconciliation and signed off at full council meetings. In line with regulations as the spend for the year has taken the spend above the AGAR 25k limit we are completing an AGAR form 3 this year.

All bank statements were accessible for the year along with bank reconciliation sheet signed off by the council. All income and expenditure is being well managed by the new clerk with new enhanced excel workbooks which are fully transparent, regularly reviewed and approved by the council I am satisfied that all financial aspects of the year have been processed and governed in line with proper practices and current regulations. After working with the new clerk, I am confidently signing off the AGAR return with the confidence that all recommendations made during last year's audit have been addressed and processes have been implemented to satisfactory standards.

The website presents access to all council matters and all approved financial reports. This provides full transparency to all.

Below I will address the recommendations from last year's audit and explain how they have been handled to bring the financial governance in line with proper practices and current regulations.

All transactions are adequately demonstrated and signed off during council meetings. New advanced spreadsheets are now in use that enables more accurate recording of all transactions along with budget vs actual reconciling. This has assisted in identifying any variations to allow for full examination and transparency.

Although dual signatories cannot be applied for payments due to limitations in the account services offered by the Council's bank the clerk has adopted a fully transparent process by which all payments are formally presented to Council meetings both prior to and post payment, Council approval for payments are minuted and all transactions are recorded in the cash book in a timely manner, which is reconciled to the bank account monthly, with the bank reconciliations presented to Council meetings for review and sign-off on a periodic basis. The Clerk has recently adopted the practice of cross-referencing each cash book transaction to the relevant meeting minute where approval was resolved.

During the year, the Council purchased two SumUp card readers to help minimise the need for smaller cash handling.

The parish insurance policy has been reviewed fully and signed off as sufficient during council meetings. Minutes of meetings are available to view on the parish website.

The Asset register was highlighted during last year's audit as needing updating. This has now been reviewed, and it has been identified that there were under reported assets in previous years. As a result of this there will be a variance presented going forward. This again has been addressed during the council meeting, it has been approved and signed off.

The need for general training for councillors was suggested during last years audit. A training schedule has now been implemented to record all instances of training and role-related development, for all Councillors and the Clerk. The continuing need to make appropriate use of relevant learning opportunities as / when they arise has been discussed by the Council and duly minuted. There have been changes in the council from last year and new members have been appointed. With these changes all documentation has been updated.

Explanation of 'No' and 'Not Covered' responses

Objective K - 'Not Covered': In respect of 2023-24, the council correctly identified that it was unable to claim exemption and hence filed an AGAR using Form 3 and was subsequently subject to a limited assurance review.

Objective M - 'NO': As noted in last year's audit, the Council made administrative errors in publishing the notice of public rights in respect of 2023-24: the notice was published on the first day of the inspection period and the notice omitted to include contact details by which members of the public could arrange an inspection.

Conclusion and recommendations

I conclude this audit satisfied and aware that the new clerk has improved updated all practices. The parish is in line with the financial regulations outlined in the AGAR guidelines. I recommend that these practices are continued into the next financial year. There are still ongoing tasks that will conclude further into the new financial year. Dual signatories would be a recommendation (subject to such facilities being made available by the Council's bank). The ongoing training and monitoring of the councils committee will ensure that standards are upheld. The full transparency available through the website is good, I would recommend to keep this updating it as you currently are.

Diane Harvey
The Outside Office