

Explanatory Notes for Child Okeford Parish Council Audit 2016-17

SECTION 1 – Annual Governance Statement 2016-17

Box 6

It would seem that the risk assessment was omitted from the schedule for discussion last year and as a result got overlooked. This year a new forward planning system has been implemented meaning that annual landmark events, such as the risk assessment, will now be carried out and recorded in a timely fashion.

Box 9

Whilst the Trustees have embraced their duties to manage the affairs of the Trust in accordance with their adopted Rules of Governance, the administration had not been separated until 01 April 2017. The delay in separating the management of the financial and administrative responsibilities is attributed to the fact that the current Clerk was due to leave and a dedicated bank account had not been set up. Due to the timing of the outgoing Clerk and the time required to train the incoming Clerk which unfortunately coincided with the end of year and two double meetings in April and May, it meant that not all of the backlog duties and responsibilities could be managed in the timeframe as the Clerk is part-time. Separate meetings are now conducted outlining the business applicable to the Trust and since 01 April 2017, no accounting transactions have been required for the Trust. A new dedicated bank account is being set up and there are mirrored financial controls as adopted by the Parish Council as well as all other procedures, including agendas, minutes, bank reconciliations, budget, asset register and annual accounts etc.”

SECTION 2 – Accounting Statements 2016-17

Box 9

Asset Register year ending 31 March 2016. The asset register value has been restated in accordance with the Practitioners Guide.