

**LUDGERSHALL PARISH COUNCIL  
ANALYTICAL REVIEW**

|    | <b>Subject</b>  | <b>Comments</b>  |
|----|---|--|
| 1. | Proper Book keeping   | The Parish Clerk keeps an electronic Excel spreadsheet of receipts and payments. Within this is included transfers between bank accounts & any VAT refunds. This is kept up to date with every transaction recorded.   |
| 2. | Financial Regulations<br><br>Standing Orders<br><br>Code of Conduct<br><br>Payment Controls | Financial Regulations are to be updated annually or additionally as needed<br><br>Standing Orders were re-written for approval at the 6 <sup>th</sup> March 2017 meeting in accordance with NALC Standing Orders and Legal Topic Notes. The Transparency Code 2014 has been incorporated. Further revisions to be made as needed.<br><br>The Parish Council has approved its Code of Conduct in May 2015 and deposited this with the Monitoring Officer.<br><br>All payments are reported to the Parish Council at each meeting. If there are any retrospective approvals required these too are reported at the next available Parish Council meeting<br>The s137 expenditure is not to be exceeded each year<br>The Parish Clerk will monitor the current account and ensure that maximum interest is received on the savings accounts |
| 3. | Risk Management   | An annual Risk Management Review will be carried out by the Parish Clerk and agreed by Council   |
| 4. | Budgetary Controls  | The Parish Clerk will monitor the budget and advise the Parish Council if any budget is to be overspent<br>At each monthly Council meeting a budget statement detailing income, expenditure and any variances will be presented to the Parish Council  |
| 5. | Income Controls   | All income will be banked within 3 working days of receipt<br>The Parish Clerk will advise on interest rates and banking arrangements for agreement by the Parish Council  |
| 6. | Petty Cash  | The Parish Council does not use petty cash but allows the Clerk to present receipts as proof for payment at each meeting for out of pocket expenses  |
| 7. | Payroll Controls  | The Parish Clerk is paid an agreed sum per month. As of April 2013, HMRC has introduced PAYE Real Time Information (RTI) which requires all salary payments to be reported whether or not they are subject to NI and/or tax. This is being utilised by the Parish.   |

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| 8.  | Asset Control       | The Parish Council has an asset register which will be agreed annually at the April Meeting of the Parish Council                        |
| 9.  | Bank Reconciliation | The Parish Clerk will reconcile the bank statements upon receipt each month  |
| 10. | Year End Procedures | The Parish Clerk will advise the Council on the year end procedures and ensure that the Parish Council is meeting statutory requirements |
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Approved at 6<sup>th</sup> March 2017 meeting  
DO'B

Signed \_\_\_\_\_ Chairman \_\_\_\_\_ Date