6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.

N/A

7. Salaries to the employee were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.

Checked minutes - salary to employee approved in monthly minutes of meetings. PAYE was properly applied, NI not applicable.

8. Asset and investment registers were complete, accurate and properly maintained.

Asset register examined and found to have been reviewed by the Council during the year. It was complete and properly maintained.

9. Periodic and year-end bank account reconciliations were properly carried out.

Checked minutes - quarterly bank account reconciliations carried out - bank statements, invoices and relevant paperwork verified and signed at meetings and recorded in minutes. Minute numbers: 3871, 3901 and 3934 (fourth quarter unable to be presented to the usual Annual Meeting of the Council in May 2020 as meeting cancelled due to the Covid 19 pandemic lockdown). Presentation to take place at first full meeting of the Council.

Statement of Accounts produced at year end and to be signed by both Chair and Clerk at first full meeting of the Council.

10. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.

Accounting statements were prepared on the correct basis, ie receipts and payments account, they agreed with the spread sheets and were supported by an adequate audit trail.

11. Trust funds. The Council has met its responsibilities as a trustee.

N/A