

INFORMATION REQUIRED FOR INTERMEDIATE AUDIT 2015/16

Hartlebury Parish Council WRC071

Hartlebury Parish Council in 2015/16 either:

- has income and/or expenditure over £200,000;
- or has been selected as part of the 5% sample in 2015/16.

We are therefore required to carry out an **intermediate audit**.

We are required to test one or more of the smaller authority's responses to the assertions at Section 1 of the Annual Return - The Annual Governance Statement.

In addition to the information listed at page 8 of the "What to do Now booklet" enclosed in this pack, please provide the following additional information we require to enable us to complete our intermediate audit:

To support the smaller authority's response to assertion 3 -

"We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the smaller authority to conduct its business or on its finances."

- a) Copies of Standing Orders, Financial Regulations and Code of Conduct;
- b) Minutes of meeting at which Standing Orders and Financial Regulations were last adopted or reviewed; May 2011 Feb 2016
- c) Minutes of meeting at which the smaller authority adopted the Code of Conduct; 2013 number
- d) Evidence that the smaller authority has registered as an employer with HMRC and operates a PAYE system;
- e) If Standing Orders and Financial Regulations were not reviewed during the year to 31 March 2016, please provide details of when they were last reviewed by the smaller authority;
- f) Councils only - If the council is the sole managing trustee of any charities a copy of the relevant trust deed, a list of the council's duties as a trustee and details of how these responsibilities have been met during the year ended 31 March 2016;
- g) Details of s137 expenditure in the year (if any), amounts and payees;

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h) An example of a set of minutes demonstrating that s137 expenditure decisions are properly minuted;

i) Number of electors; 2178

j) Detailed breakdown of members fees / expenses for the year ended 31 March 2016.

PLEASE NOTE THE FOLLOWING

- Do not provide additional information that we have not requested. If we require further information we will ask for it during the course of our audit.
- Do not send us original documentation. Copies are sufficient.
- If a document is requested more than once in the list above , you need only supply one copy.