

Lavant Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		119,773.81
	ADD Receipts 01/04/2023 - 31/03/2024		65,056.47
			184,830.28
	SUBTRACT Payments 01/04/2023 - 31/03/2024		62,242.24
A	Cash in Hand 31/03/2024 (per Cash Book)		122,588.04
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	0.00
	NatWest Current account	31/03/2024	123,525.54
			123,525.54
	Less unrepresented payments		937.50
			122,588.04
	Plus unrepresented receipts		
B	Adjusted Bank Balance		122,588.04
	A = B Checks out OK		

LAVANT PARISH COUNCIL
Section 1 – Annual Governance Statement – responses to “No” responses

	ANNUAL GOVERNANCE STATEMENT	RESPONSE
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	NO – the council has failed to put in place adequate arrangements throughout the year resulting in unauthorised transactions between August and December 2023. Corrective action has been taken since the appointment of the Locum Clerk in January 2024.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	NO – the council has failed to put in place adequate arrangements throughout the year resulting in unauthorised transactions between August and December 2023. Corrective action has been taken since the appointment of the Locum Clerk in January 2024
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 this authority to conduct its business or manage its finances	NO – the council has failed to put in place adequate arrangements throughout the year resulting in unauthorised transactions between August and December 2023. Corrective action has been taken since the appointment of the Locum Clerk in January 2024.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	NO – the council has failed to put in place adequate arrangements throughout the year resulting in unauthorised transactions between August and December 2023. Corrective action has been taken since the appointment of the Locum Clerk in January 2024.
7	We took appropriate action on all matters raised in reports from internal and external audit.	NO – matters raised in internal and external audit reports have not been addressed within the year.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	NO – the council has not met its responsibilities as the Charity Commission return is overdue.

LAVANT PC

A breakdown of the types of reserves held between general reserves, earmarked reserves and restricted (ring-fenced) reserves

Value of cash as at 31st March 2024	£ 122,588.00
EMR - LavVols	£ 839.45
EMR Lets Walk	£ 1,338.03
EMR Youth Projects	£ 1,440.38
EMR Watershed Grant	£ 57.22
EMR Sportsfield Maintenance	£ 4,077.00
CIL UNALLOCATED	£ 83,428.79
GENERAL RESERVE	£ 31,407.13