

**Confirmation regarding the exercise of public rights**Local Council name: RUSHTON PARISH COUNCIL

The Council must inform the electorate of a 30 working day period during which public rights may be exercised.

The inspection period must include the first **10 working days** of July 2019. It must start the day after the annual return has been published on your website (or noticeboard for parish meetings) and publication must be as soon as practical after the unaudited annual return has been approved by the Authority.

Working days are defined as Monday – Friday. They **do not** include Saturdays, Sundays and Bank holidays.

*(See calendar guide overleaf)*

The inspection period commences on: July 1<sup>st</sup> 2019

And ends on: August 9<sup>th</sup> 2019

Signed: R. G. S. Sherratt Date: 26/06/19

Position held: Clerk

Local council name: RUSHTON PARISH COUNCIL

**Notice of appointment of date for the exercise of public rights  
Accounts for the year ended 31<sup>st</sup> March 2019**

The Local Audit and Accountability Act 2014, and  
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <u>July 1<sup>st</sup> 2019</u> (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2019 these documents will be available on reasonable notice on application to:</p> <p>(b) <u>Mrs R.F.S. Sheratt</u> <u>lea farm</u> <u>Neerbrook Leek</u> <u>Staff ST13 8SR</u></p> <p>commencing on (c) <u>July 1<sup>st</sup> 2019</u></p> <p>and ending on (d) <u>August 9<sup>th</sup> 2019</u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>• the opportunity to question the auditor about the accounts; and</li> <li>• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council.</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The Authority is exempt from audit under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. However, the following auditor has been appointed to allow local government electors and their representatives to exercise their rights:</p> <p>Mazars LLP, Salvus Aykley Heads, Durham, DH1 5TS</p> <p>5. This announcement is made by (e) <u>R.F.S. Sheratt</u></p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) and (d) The inspection period must include 1 July 2019 to 12 July 2019 inclusive and be 30 working days in total.</p> <p>(e) Insert name and position of person placing the notice</p>
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# Annual Internal Audit Report 2018/19

## RUSHTON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

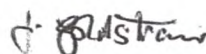
Date(s) internal audit undertaken

10 06 19

Name of person who carried out the internal audit

JILL GOLDSTRAW

Signature of person who carried out the internal audit



Date

10 10 6 20 19

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**RUSHTON PARISH COUNCIL**

Clerk: Mrs R J S Sherratt, Lea Farm, Meerbrook, Leek, Staffs. ST13 8SR

Telephone 01538 300229

E-mail: [june.sherratt@hotmail.com](mailto:june.sherratt@hotmail.com)

June 12 2019

Mazars

Smaller Authorities External Audit Team

Salvus House

Aykley Heads

Durham

DH1 5TS

Dear Sir/Madam

Bank Reconciliation at March 31<sup>st</sup> 2019

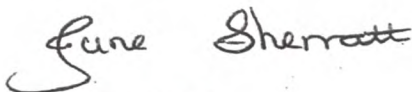
Balance b/f 01/04/18

National Westminster Bank	1,723.27
Co-op Bank	<u>2,010.84</u>
	3,734.11
Plus Receipts	<u>5,461.49</u>
	9,195.60
Less Payments	<u>2,638.80</u>
	6,556.80

Balance 31/03/19

National Westminster Bank	3,520.93
Co-op Bank	2,012.87
National Westminster Bank	
Neighbourhood Plan Account	<u>1,023.00</u>
	6,556.80

Yours faithfully



June Sherratt