To Whom it May Concern

Internal Audit of Parish Accounts 2024-5

I am pleased to report that the Council, with the stable guidance of a permanent RFO/Clerk, is functioning normally again after the difficulties it encountered a couple of years ago.

I have audited the accounts and procedures for the year 2024-5. There were some issues with the initial documentation provided for review and it was necessary to liaise with the RFO to obtain the clarification needed to verify the end-year position. With this confirmation, I am able to state that I find the financial arrangements to be fundamentally sound: I have signed the AGAR without qualification.

That said, I have made recommendations to the RFO to enable her to build clarity into future reporting. I have also reminded Councillors that they have a duty to inspect the RFO's reports to ensure they are correct because, once signed, they become accountable for any errors or omissions.

Michael Corrie

Internal Auditor

2 May 2025

Bank reconciliation – Wretham Parish Council

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2025" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Wretham Parish Council

County area (local councils and parish meetings only): Norfolk

Financial year ending 31 March 2025

Prepared by (Name and Role): Jules Challenor - Clerk and RFO

Date: 7/4/2025

		£	£
Balance per bank statements as at 31/3/25			
Lloyds Business Account	*****660	22.29	
Interest Saver Account	*****962	6,375.00	
			6,397.29
Petty cash float (if applicable)			-
Less: any unpresented payments as at 31/3/25 **(enter these as negative numbers)**			
			-
Add: any un-banked cash as at 31/3/25			
None	n/a	-	
			-
Net balances as at 31/3/25 (Box 8)			**6,397.29**

Explanation of variances 2024/2025

Name of smaller authority: Wretham Parish Council

County area (local councils a Norfolk

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:
- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	7,511	5,558				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	8,246	8,546	300	3.64% 0	NO		
3 Total Other Receipts	868	882	14	1.61% 0	NO		
4 Staff Costs	6,952	5,512	-1,440	20.71% 1	YES		Previously Clerk taken ill and Interim Clerk required so increased staff payments. This is now resolved and we have a new Clerk / RFO so staff costs back to normal.
5 Loan Interest/Capital Repayment	0	0	0	0.00% 0	NO		
6 All Other Payments	4,115	3,077	-1,038	25.22% 1	YES		Insurance was secured on a two year deal at a significant reduction from previous year. Also no courses attended.
7 Balances Carried Forward	5,558	6,397			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	5,558	6,397				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments	14,184	14,633	449	3.17% 0	NO		
10 Total Borrowings	0	0	0	0.00% 0	NO		Balance of loan now paid in full so no borrowings outstanding

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)