

**Intermediate audit questionnaire for the year ended 31 March 2014**  
**Income or expenditure less than £200,000 selected as part of 5% sample**

The intermediate audit is undertaken to obtain audit evidence, where additional risk is identified relating to those, with higher levels of activity or expenditure or those selected as part of a 5% sample of basic audits.

Garsdale Parish Council have been randomly selected to receive the intermediate audit questionnaire as part of the 5% sample. This form must be completed as it forms part of the audit. Please complete the form, provide the evidence requested and return it with your annual return and supporting information by the audit date.

**IMPORTANT:**

The intermediate audit questionnaire ("IAQ") is a standard document that forms part of the audit. The annual audit letter clearly states that completion of this form is required. If you do not complete and return the "IAQ" with the annual return we will not be able to complete the audit. The auditor will request completion of the "IAQ" and a charge will be added to the standard audit fee on completion of the audit.

If the form is completed incorrectly and/or any supporting documentation is not included without stating a reason, the auditor will request this information again and a charge will be added to the standard audit fee on completion of the audit.

All information supplied must relate to the year ended 31 March 2014 unless stated otherwise.

Where copies of minutes are requested please supply with copies of the signed legal minutes as maintained in accordance with the Local Government Act 1972.

**Q01** To demonstrate the bank reconciliation agrees to the bank statement(s) the following documents are included as evidence

- a) a copy of the bank statement(s) for all accounts held showing the balance at 31 March 2014;
- b) a copy of the statement or certificate showing the value of short term investments (if any).

Yes  No  \_\_\_\_\_  
 Yes  No  \_\_\_\_\_

**If No, please state why a copy of the bank statement(s) and a statement or certificate showing the value of investments are not enclosed.**

b) The council does not have any investments

**Q02** To demonstrate the annual return was properly prepared, the following documents are included as evidence;

- a) a copy of either the summary of the cash book, trial balance or summary extended trial balance;
- b) a copy of the workings undertaken to complete Section 1 of the annual return.

Yes  No  \_\_\_\_\_  
 Yes  No  \_\_\_\_\_

**If No, please state why a copy of the summary of the cash book, trial balance or summary trial balance are not enclosed.**

**Q03** To demonstrate consideration has taken place of the appointment of the internal auditor, a copy of the minute confirming the appointment of the internal auditor for 2013/14 is included as evidence.

Yes  No  \_\_\_\_\_

**If No, please state why the above information has not been enclosed. This decision may have been taken prior to the 2013/14 year.**

The internal auditor has undertaken the role for more than 20 years

**Q04** To evidence that a system of internal control is in place as tested by the Internal Auditor and demonstrate that appropriate action was taken on all matters raised in reports from the internal auditor the following is included as evidence.

- a) a copy of any supplementary reports or letter prepared by the internal auditor, if any;
- b) a copy of the minute which records the results of the internal audit for 2013/14;
- c) a copy of the action plan produced to act upon any matters raised, if required.

Yes  No  \_\_\_\_\_  
 Yes  No  \_\_\_\_\_  
 Yes  No  \_\_\_\_\_

If No, please state why the above information has not been enclosed.

c) There were no actions that required to be undertaken

**The following evidence, specific to Garsdale Parish Council, is also required. Please note the tests are selected from a set and if a test appears to be missing it is merely not relevant.**

**Q09** To demonstrate an annual review of the assessment of risks faced was undertaken during the financial year, a copy of a minute which evidences that the risk assessment was reviewed between 1 April 2013 and 31 March 2014 is included as evidence.

(No)

If No, please state why a copy of the above information is not enclosed.

There was no risk assessment undertaken but one will be prepared and completed. This will be submitted by end of September 2014

I confirm that I have completed this form to the best of my knowledge and belief, with respect to the accounts for the year ended 31 March 2014.

Signed  Date 15/08/14

Council/Meeting GARSDALE PARISH COUNCIL



Q01 a)

*Copy*

Contact tel 08457 60 60 60  
see reverse for call times

Text phone 08457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

Your Statement

2602  
Mr Micheal Roper  
Garsdale Parish Council  
West Mostard  
Garsdale  
Sedbergh  
Cumbria  
LA10 5NT



021546\_102 1/ 1 00001 21979 7942 32084

Account Summary	
Opening Balance	3,393.91
Payments In	0.00
Payments Out	0.00
Closing Balance	3,393.91

13 March to 12 April 2014

Account Name  
Garsdale Parish Council

International Bank Account Number  
GB34MIDL40260211129368

Branch Identifier Code  
MIDLGB2135V

Sortcode Account Number Sheet Number  
40-26-02 11129368 267

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
12 Mar 14	BALANCE BROUGHT FORWARD			3,393.91
12 Apr 14	BALANCE CARRIED FORWARD			3,393.91

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors - including most individuals and small businesses - are covered by the scheme.

In respect of deposits, an eligible depositor is entitled to claim up to GBP 85,000. For joint accounts each account holder is treated as having a claim in respect of their share so, for a joint account held by two eligible depositors, the maximum amount that could be claimed would be GBP 85,000 each (making a total of GBP 170,000). The GBP 85,000 limit relates to the **combined** amount in all the eligible depositor's accounts with the bank, including their share of any joint account, and not to each separate account.

**first direct** and HSBC are both trading names of HSBC Bank plc and customers who hold deposits under both trading names will only be eligible for one claim of GBP 85,000 in total.

For further information about the compensation provided by the FSCS (including the amounts covered and eligibility to claim) please ask at your local branch, refer to the FSCS website [FSCS.org.uk](http://FSCS.org.uk) or call the FSCS on 020 7741 4100 or 0800 678 1100. Please note only compensation related queries should be directed to the FSCS.

For all other enquiries on your account please contact HSBC using the telephone number at the top of this page.

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		5.64 %



Q02 a) + b)

GARSDALE PARISH COUNCIL - ACCOUNTS 2013 to 2014

DATE	FROM	CHQ	AMOUNT	DATE	CHQ	PAID TO
1 Apr 2012	Balance B/F		2,216.85	13 Jun 2013	100492	M Roper Water Treatment
1 May 2013	SLDC		1,843.92	13 Jun 2013	100493	ACON
1 May 2013	SLDC	1900.00	56.08	13 Jun 2013	100494	Dalesflex Signs
13 Jun 2013	Expenses M Roper		-123.93	7 Nov 2013	100495	CALC Subs
13 Jun 2013	Aon Limited		-335.41	14 Jan 2014	100496	BDO
13 Jun 2013	Dalesflex signs		-81.60	14 Jan 2014	100497	Ed Metcalfe roof repairs
27 Sep 2013	HSBC bank charge		-10.00	20 Mar 2014	100499	Northumbrian Water
27 Sep 2013	HSBC bank charge		-10.00	20 Mar 2014	100500	M Roper expenses
7 Nov 2013	CALC subs		-48.00	23 Mar 2014	100501	F Roper donation
14 Jan 2014	BDO		-42.00	23 Mar 2014	100502	G Lant donation for Hannah
14 Jan 2014	Ed Metcalfe		-72.00			
20 Mar 2014	Northumbrian Water		-352.88			
20 Mar 2014	M Roper expenses		-13.00			
23 Mar 2014	F Roper donation for Bolivia trip		-50.00			
23 Mar 2014	G Lant donation for Hamahs Bolivia trip		-50.00			

AIR AMBULANCE CHQS  
Cancelled

1500

NET BANK BALANCE

2,928.23

(1,188.62)

Cash Book Summary  
Balance b/fwd 1/4/14  
Add Receipts

2060-85  
1900-00  
3966.85

Add Bank Air Ambulance  
cheques cancelled

150.00

less/  
Bank charges  
Payments

4116.85  
1188.62

Cash Book Balance 31/3/14 £2928.23

ANALYSIS

ADMIN	SUBS	GRANTS	INS	137	PROJECTS	VAT	TOTAL
48.00	48.00	100.00	335.41	0.00	545.83	91.38	1,168.62
							10.00
							1188.62

ACCOUNTS SUMMARY @ 1.04.2014

Balance at 31.03.2014	2,216.85
Received	1,900.00
Unpresented cheques 31.03.14	
100499 Northumbrian Water	352.88
100500 M Roper expenses	13.00
100501 F Roper donation	50.00
100502 G Lant donation for Hamah	50.00

Payments

(1,188.62)

Agrees with bank statement 267

Balance Carried Forward

2,928.23

Bank Reconciliation as at 31/3/14  
per Statement 31/3/14 3393.91

less/ Unpresented cheques 352.68  
100499 13.00  
100500 50.00  
100501 50.00  
100502 50.00

465.68  
12928.23





QOL b)

## Garsdale Parish Council

Minutes of the meeting held on Monday 16<sup>th</sup> June 2014 at 7.30 pm at Garsdale Village Hall.

Present: Michael Roper – Actin chair  
Thomas Todd – Acting vice Chair  
David Labbate  
Pauline Fozard  
Annette Colton  
Councillor Nick Cotton

Apologies for absence: Sue Ryall, Evelyn Westwood, Ian McPhe'son

### 1. Welcome

The acting chair welcomed the new members to the council

### 2. Election of Chair and Vice Chair

As one member of the new council was absent at the meeting the other councillors agreed to defer the election of posts on the council until the next meeting. In the meantime the previous chair and vice chair would act in those roles.

### 3. Declaration of interest

Mr Thomas Todd and Annette Colton declared an interest in the planning application for West Cote Weggs.

### 4. Minutes of last meeting held on 8th May 2014.

These were approved as a correct record.

### 5. Public session

There were no members of the public present.

### 6. Community Officer Update.

Unless specifically requested the community officers will not be attending meetings but in future a newsletter will be sent to all of the parishes.

### 7. Finance Matters

The final parish council accounts for 2013 – 2014 were agreed at the May meeting.

The balance in the bank account as of 12 June 2014 was £4,335.85.

### 8. Planning.

The YDNP has notified the council of an amendment to the proposed application S/02/83/GPDO for a farm storage building at West Cote Weggs

The amendment was discussed by the relevant council members and it was unanimously agreed that they did not alter the original concerns about the development and that a response would be made to the planners indicating that there was no change to the council's objection. However, it would be stated that if the development was moved to within the farm curtilage it would pose less of a concern. The two councillors

who had declared an interest did not participate in the discussion or decision.

It was also highlighted that the new drawings indicated a soakaway which is within the river flood plain and if the building was used for animal housing in the future it may pose a problem for the house at Bens Bridge who abstract water from the river downstream of the proposed soakaway. This would be added to the letter to the planners.

#### **9. Highways Issues.**

A number of road problems were discussed and it was agreed that photographs would be taken to forward on to Nick Cotton. One stretch of the A684 between Fawcetts Farm and Swarth Beck was highlighted as being in poor repair.

The lengthman scheme was discussed and it was agreed to make an application to remove the trees along the retaining wall on the A684 through the street and to the east. Photographs will be taken and an application put together.

#### **10. Village Hall**

##### **Lease**

There has been no progress on the lease however, Michael will continue to raise the matter with the Diocese to see if it can be resolved.

##### **Maintenance**

David has undertaken the rodding of the sewer but due to the shallow gradient it will always be a problem. Work is progressing on the water treatment system and this should be in place before autumn.

#### **11. Patients Forum**

Pauline gave an update on the Patient Forum at Sedbergh Health Centre, they had a coffee morning in May and plan a quiz night on the 12<sup>th</sup> September to raise funds for equipment that the practice cannot receive from the NHS.

#### **12. First Responder**

Annette reported that the training had not gone ahead and was being rescheduled. A evening fund raising event was held

#### **13. Fibre GarDen**

There was no progress to report on the project although apparently much activity is taking place according to the blogs.

#### **14. Post 16 Transport**

Michael reported that continued communication was taking place with CCC in regards the loss of the financial support for post 16 young people and the removal of the subsidies on the public transport. This is on going and will be reported at the next meeting.

#### **15. Memorial tree for Elizabeth Colton**

The planting of a tree in memory of Elizabeth was discussed. The council agreed to think about an appropriate variety that could be planted in winter/spring when conditions are right for tree planting.

**16. Garsdale Website/ Parish Newsletter.**  
The web site has been updated.

**17. Correspondence.**  
There was no correspondence to report.

**18. Other Business**

**Date of Next Meeting**

Thursday 14<sup>th</sup> August 2014 at 7.30 pm.

