

Mr S. Watson  
Clerk to Padiham Town Council  
842 Padiham Road  
Burnley  
Lancashire  
BB12 6NN

27<sup>th</sup> August 2024

Dear Sir,

**To the Mayor and Members of Padiham Town Council**  
**Independent Audit of accounts for the Financial Yr ending 31<sup>st</sup> March 2024**

We have concluded the annual audit of the Council's financial accounts. The accounts have been well maintained and appropriate controls supporting the governance framework have been in place.

There were no significant issues arising. The results of our audit are detailed below.

**Annual Return**

We have carried out the final audit of the accounts for the year 2023-24 and we are pleased to inform you that we are able to sign the audit section of the Annual Return for Local Councils as required.

**Bookkeeping**

The council's cash book and bank accounts were checked. All cashbook entries were found to agree with the bank statements and the year-end reconciliation was agreed.

Two purchases were invoiced during the year with payments being processed by the council, however, the supplier in these two cases did not accept payment (uncashed council cheques) These payments have been carried forward to the next financial period.

VAT was appropriately identified in the accounts and agreed to the year-end reclaim which was submitted.

It is recommended that a Finance Lead Councillor continues to regularly review all payment independently.

The accounts for the Annual Return were compiled on the basis of receipts and payments which is consistent with previous years.

### **Cash/ Petty Cash**

It is recommended that the existing limits on the amounts of cash on held the premises is maintained with continued regular banking to facilitate this.

All petty cash payments were agreed to supporting documentation.

The use of the Council credit card for small purchases was found to agree with the purchase records and the credit card statements, with all items purchased recorded into the Scribe system. The credit limit for this credit card is set at the agreed level of £500.

### **Financial Regulations and Payment Controls**

Council minutes have been reviewed and all have been signed. All expenditure has been appropriately authorised. All payments have been agreed to supporting invoices and documentation.

### **Budgetary Controls and Financial Health**

It is recommended that the previously agreed held balances are continued to support the annual budget, using of the new reserve bank account to hold any earmarked reserves to be set aside for future projects.

The council should continue to risk assess and approve the general reserve.

### **Income Controls**

Income has been agreed to supporting documentation, resources are consistent with the previous year and variances have been adequately explained.

### **Payroll Controls**

Salary payments to the clerk were reviewed and are consistent with the previous year with an increase in line with the national pay rise.

### **Asset Controls**

All current material assets owned by the council are maintained in the asset register.

### **General**

It is recommended that the move to half yearly audit reports as previous reports have also recommended are carried out going forward. It is our understanding that the council have agreed to this recommended now and this will be actioned.

We would like to thank the Clerk for his help and assistance in conducting this audit.

Your faithfully

Stewart A. Newberry, FFA, FTTA, MBA  
Positive Practice Accountants