**Section 1**

***Assertion 2 explanation for answering No***

Financial and risk policies were in place, and reviewed annually, however, this was not minuted effectively and reviews were noted in clerk's reports, but not formally included in minutes. The council have a dual signing of chequebook system to prevent fraud and all cheques are approved in full council meetings before they are written by the clerk and RFO who keeps the chequebook in a locked cabinet.

***Assertion 5 explanation for answering No***

A risk policy was in place however as reported in internal audit is not fully in line with JPAG guidance. Council risk assessments were noted within clerks and councillor reports but not formally minuted. External Insurance is in place and reviewed annually. A copy of the insurance certificate is available on the PC website.

**Section 2**

***Box 3 Variance***

The reason for the large variance is due to an internal transfer of £64500 (legacy money) between two PC accounts being included as a payment in.

Please advise if we should make an amendment to exclude this from the payments totals.

The reason of the remaining variance between 2019 and 2020 is due to an unusually high income from the cemetery, a donation received from Renishaws of £2000 towards a future play area project and a deferred grant payment from DEFRA for council owned land.

***Box 4 Variance***

Previous clerk went off sick in July 2019 and was on full pay for 3 months, half pay for 3 months and then resigned at the beginning of 2020 resulting in staff costs of £5773 for the 2019/20 financial year.

During the period of absence a councillor performed the clerk's duties and continued to do so, unpaid until the new clerk was appointed in June 2020. Therefore there is a variance of £949.

Note: The new clerk moved to monthly payments and the previous clerk was paid quarterly, one payment of £779.42 which was for Q4 of 2018/2019 was paid from the 2019/20 budget.

***Box 6 Variance***

As mentioned above, we have included an internal transfer, and therefore payment out of £64500 (plus transfer fee of £30), the actual expenditure in box 6 would otherwise be £17,532.

The variance between £51,155 and £17,532 is due to some exceptional remedial works which were carried out in the cemetery and churchyard during financial year 2019/20. In 2020/21 due to covid, many projects and expenditures did not occur.

***Box 7 explanation***

The reason for our high level of reserves is due to a £64500 restricted reserve. A legacy payment was made to the council with conditions that the funds were spent on community improvements and cannot be used to fund usual council business.