**Explanations for AGAR 22/23**

Page 5 – Box 3

No: Due to limited staff time some procedural issues were not completed in the year 22-23. However, there were regular monthly bank reconciliations and transaction lists provided.

Page 5 – Box 4

No: Due to the extension provided by PKF Littlejohn, we did not meet the requirements for the publication of accounts on the website. However, as soon as the AGAR was completed and signed off the documents were placed on the website for public viewing and placed on the parish noticeboards. No requests to view were received by the clerk from the public at any point.

Page 5 – Box 5

No: Due to limited staff hours the risk assessments for 22-23 were not completed. This is on the agenda for the Council to discuss and approve at this meeting. Going forward the Clerk will maintain a record of when these documents are reviewed. The clerk will produce an up-to-date Internal Controls document for approval by Council.

Page 5 – Box 7

No: Some items raised in the 21-22 audit report were not completed timeously. Following this year’s report, the clerk will ensure that any issues of non-compliance are rectified.