**OVERTON COMMUNITY COUNCIL**

**Inspection of accounts/procedures**

**and discussion on year end 31st March 2017 held on 18th January 2017**

As there are not enough members of the Finance Committee at present only an inspection of the accounts/procedures was carried out.

Financial Check carried out by Cllrs Coles and Pugh

**Cheques paid out:**

#2837 £ 80.18 noted this replaced cheque 2814 ripped in error by payee - this was noted in the financial section of the minutes and written on both cheque stubs (the cheque had been attached to the original invoice)

The cheque number was added to the financial sheet as it had been omitted

#2811 £2,216.40

#2801 £ 230.00

All the above were checked against the corresponding invoice, minutes and bank statements

**Income received:**

**Paying in book Amount Voucher Number**

#500095 £ 656.62 No. 21

#500093 £ 125.00 No. 810

#500098 £ 300.00 No. 26

All the above were checked against the corresponding invoice, voucher books. minutes and bank statements

It was agreed that Cllrs Coles and Pugh would meet with the Clerk 25th January at 2pm to go through the audit procedure and governance requirements and report back to full council in February 2017.

Meeting closed at 11.30am