

Financial Report for Sandon Parish Council Meeting

To be held on 13th March 2019

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| 1. Financial Highlights for the current year to 28 th Feb 2019: | £ |
| <u>Total receipts:</u> (Precept £8,200 + VAT ref'd £422.38) | <u>8,622.38</u> |
| <u>Total payments:</u> (including VAT) | <u>7,238.76</u> |
| <u>Memo: Payments since 9th Jan 2019 meeting:</u> | 2,732.00 |
| (Salaries/PAYE £1,832 + Grants paid £900) | |
| <u>Available Balance</u> (Bank £10,141.01 less 2 uncleared chqs £75 +£400) | <u>9,666.01</u> |
| <u>Spend vs Budget</u> YTD Spend £93.73 less than budget year to date. | |
2. **March 2019 Spend Approvals / cheque release authorisations required:**
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| <u>Total new spend to be authorised</u> (any VAT is included) | 656.94 |
| BLM LLP (Professional charges - VAT element only) | 495.20 |
| Village Hall rent (for 9 PC meetings + Annual Assy) | 90.00 |
| Officers expenses (C £26.78 + FO £44.96) | 71.74 |
| <u>Residual Balance</u> if above expenditure is approved | <u>9,009.07</u> |
3. **Risks Review:** To ensure compliance with the Accounts & Audit Regulations and the Council's Insurance conditions of cover, regular reviews of financial and business activities are required. The Sandon PC Risks Register was updated to issue 10 by the RFO on 6 January 2019 and was issued to Councillors for the Council's review, amendment approval at its meeting on 9 January 2019.
4. **Internal Audit & Report.** David Camps completed his Internal Audit of the Council's financial and business operations on 25 February 2019. This audit was based on the Council's approved 2018/19 Internal Audit Plan. The report of the findings and recommendations has been issued to Councillors for their review and consideration and will be presented for approval to the Council at its meeting on 13 March '19.
5. **Internal Audit Effectiveness Review:** To ensure compliance with the Accounts & Audit Regulations the Council must review the effectiveness of its internal audit process annually and to facilitate this, the RFO has prepared a questionnaire for the Chairman to lead the Council through at its 13 March 2019 meeting and to record thereon the agreed response to each question.
6. **Financial Reserves:** In accordance with the Council's Financial Reserves Policy a minimum of 3 months of operational expenditure should be held in the bank at all times plus an amount to meet any contractual commitments and forecast claims or emergency expenditure that the Council has made or anticipates. The current free reserve exceeds this minimum requirement by £4,000 and hence meet the reserves policy.
7. **Bank Mandate:** The Council's Financial Procedures require the Council to review its banking authorisation processes annually. Current authorised signatories are Councillors JdeU, FC and JW, any 2 of which must sign to authorise all payments. The RFO is authorised to access details of all bank transactions electronically. The RFO does not see the need to make any changes to these arrangements at this point in time.
8. **Insurance Cover:** The external audit guidelines recommend that the adequacy of the Council's cover is reviewed annually. Current levels (to 31 May 2019) provided by Zurich are - Public liability: £12M, Employers liability £10M, Libel & slander £250k, Fidelity £250k, Assets £40k, Money £500, Employee & Councillor personal accident £0.5M/person, £2M/incident, Legal expenses £100k. The Village Hall is insured separately by the VH Committee with insurers Village Hall Plus Group, and cover is currently: Buildings £373k, & Contents £43k. The RFO believes these insurances to be appropriate to meet the PC's present needs.
9. **Annual Return & Audit:** The Local Accountability Act 2014 closed the Audit Commission as from 1 April 2015. External audits are now overseen by Public Sector Audit Appointments Ltd. Details of the arrangements for reporting the 2018/19 Year End Financial Results and Governance matters are expected to be as last year, but confirmation of this has not yet been received. The RFO is working towards preparing all year end documentation for an anticipated annual return date of 25 May 2019, and he will endeavour to have all accounts and documentation completed for approval by the Council at its 8 May 2019 meeting.