

# Sandon Parish Council

## Financial Report for the year ended 31 March 2020

Prepared for the Annual Village Assembly – (originally planned for 22 April 2020)

1. Audit of 2018/19 Accounts – This was the second year of the new audit regulations for smaller authorities. Application was again made by the Parish Council for exemption from external audit with the Annual Governance & Accountability Return (AGAR), no queries were received from the appointed external auditor PKF Littlejohn LLP and the PC was not chosen for a 5% random sample audit.
2. Audit of 2019/20 Accounts – The RFO will be recommending to the PC that an application should again be made for exemption from external audit thereby saving £200 (min.) audit fee. The RFO is working towards preparing all year end documentation for approval by the PC at its 6 May 'virtual' meeting for submission of the AGAR by end May 2020, though a Coronavirus completion extension of 2 months has been granted. Notices of electors' rights to inspect the AGAR and related documents will be posted accordingly.
3. 2019 /20 Accounts – Preliminary (unaudited) summary accounts have been prepared for the year to 31 March 2020 and a copy is shown on the reverse of this report.
4. Financial Highlights of the year ended 31 March 2020:

	£
<u>Total receipts: (Precept + Grants + VAT refund)</u>	<u>10,778</u>
<u>Total payments: (including VAT)</u>	<u>7,428</u>
➤ Operating expenses incl. employment costs	5,212
➤ Grants awarded to village clubs & organisations	1,050
➤ New assets and equipment	638
➤ Maintenance and miscellaneous	528
<u>Receipts for the year exceeded payments by:</u>	<u>3,350</u>
5. Summary Financial Position – The Parish Council finances are deemed to be in a satisfactory state with a year-end balance of £12,433 which is consistent with the Council's policy on operating reserves.
6. Exercise of Electors' Rights – In accordance with the Local Authority Accountability Act 2014 a notice will be displayed on the PC website: <http://sandonherts.co.uk> and village notice boards advising those interested that by appointment with the RFO (tel. 287407) or the Clerk (tel. 284113) they may, subject to Coronavirus restrictions that may be in operation, inspect and make copies of the (AGAR) and supporting documents between the dates that will be shown on the notices to be posted.
7. Internal Audit – On 27 February 2020 an internal audit of the Parish Council's financial and administrative procedures was conducted by the Council's Internal Auditor, no significant financial or procedural errors were found, and compliance with the Transparency regulations, Real time PAYE reporting and Pension auto enrolment regulations were demonstrated.
8. Governance – During the year the Council reviewed, its Standing Orders, Financial Regulations; Insurance cover, Bank mandate, and its Business and financial and made a few minor to changes to strengthen its safeguards. A review of the effectiveness of the internal audit process was conducted in accordance with the Audit Regulations which concluded that all audit and governance procedures had been followed.
9. Budget for 2020 / 21 – The Parish Council has set a budget for the current year that is a 2.9% increase over 2019 / 20. This increase was driven by forecast increases in operational costs, a precept of £8,750 has been agreed by NHDC. This will leave the PC financially constrained to meet its commitments and to support village clubs and organisations and will necessitate the use of Parish Council's reserves.
10. Safety Inspections - An independent annual RoSPA safety inspection of the Roe Green play area was conducted on 14 May 2019, and no defects were found and no recommendations for improvement made. Monthly internal inspections were conducted throughout the year by the Parish Council's Safety Officer. Littering and unauthorised driving of vehicles onto Roe Green continue to be a disappointment and help in preventing this would be appreciated.
11. Responsible Financial Officer (RFO) – After 15 years in post I am retiring as RFO and am confident in leaving the role in the capable hands of Caroline Scott.