

Financial Report for Sandon Parish Council Meeting

14th May 2025

a) To note receipt of income (6th May 2025):

- Total receipts: ½ precept payment £4399.37
- Memo: VAT reclaim for £79.80 in process
- Year to date payments:
(all previously uncleared cheques at 30/03/2025)
 - PAYE £ 78.31
 - Broadmead Leisure £ 234.00
 - FOSS grant £ 500.00

Available balance (Bank a/c less uncleared chq & committed funds) **£22310.12**

b) To receive summary report of receipts and payments against budget

c) To receive bank reconciliation

d) To consider price quotations, charges and grant requests

1. Insurance – We have received our annual renewal, due 1st June 2025 Zurich £464.00

e) To authorise payments made in accordance with the budget May 2025 spend approvals / cheque release authorisations required:

- HAPTC – Annual subscription £ 325.63
- James Parker (internal auditor fee), invoice due from HAPTC estimated £ 200.36
- Moneysoft Payroll Software £ 103.20
- Sandon Village Hall £ 150.00
- Zurich Insurance £ 464.00
- Liam Armstrong (VE Day fish & Chips) £ 313.23

Total new (May 2025) expenditure to be approved by PC £1,556.42

Projected Balance following above May 2025 expenditure: £20,753.7

f) Staff: P60 2024-25 earnings and deductions certificates have been issued to employees via email.

g) Direct Debits: Broadband payments

h) Assets: At 31 March 2025 year end, gross year end asset value for audit purposes was £24,066.67.

i) Grass cutting & volunteers: Letters of acknowledgement of volunteer grass cutters need to be sent by the Clerk to ensure they are covered for public liability under the PC's insurance policy.

j) The Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2025 - including the completed Certificate of Exemption must be completed and received by the auditors PKF Littlejohn by end June 2025.

1. To receive the Annual Internal Auditor Report for the year 2024/25
2. To approve the Annual Accounts 2024/25
3. To approve the Certificate of Exemption 2024/25
4. To approve Section 1, the Annual Governance Statement 2024/25

5. To approve Section 2, Accounting Statements 2024/25
 6. To agree the dates for the public rights period of 3rd June to 14th July 2025 and to confirm the date the Notice is to be published on the Council's website. In compliance with the Accounts and Audit Regulations 2015 a notice advertising the period for the exercise of public rights during which the Parish Council accounting records can be inspected between 3rd June to 14th July 2025 will be posted on the Sandon Parish Council website to which the completed Annual Governance & Accountability Statement will be added following tonight's approval and signature by the Council.
- k) Analysis of year-on-year significant variances and year end Bank Reconciliation: Following accounts approval by the PC the RFO will prepare these documents for sending to PKF Littlejohn with the completed AGAR.