

Financial Report for Sandon Parish Council Meeting

To be held on 11th March 2020

1. **Financial Highlights** for the current year to 29th Feb 2020: £

<u>Total receipts:</u> (Precept 8,500 + VAT ref'd 778.45 + HCC Grant 1,500)	<u>10,778.45</u>
<u>Total payments:</u> (including VAT)	<u>7,217.38</u>
<u>Memo: Payments since 15th Jan 2020 meeting:</u>	2,320.00
<i>(Salaries/PAYE 1,800 + V.Hall heaters 495.46 + hall rent 25. Note Cheque # 653 for 95.99 [mower guard] cancelled, as alternative supplier found)</i>	
<u>Available Balance</u> (Bank 12,645.14 less 1,837.12 allocated; VH+signpost)	<u>10,808.12</u>
<u>Spend vs Budget</u> YTD Spend £281.85 less than budget year to date.	

2. **March 2020 Spend Approvals / cheque release authorisations required:**

<u>Total new spend to be authorised</u> (any VAT is included)	<u>615.84</u>
<i>Mountfield mower stone guard (Mower Part Sales)</i>	87.98
<i>Village Hall lighting (pending receipt of invoice)</i>	404.54
<i>Village Hall rent (7 PC meetings + Annual Assy)</i>	80.00
<i>Officers expenses (RFO)</i>	43.32
<u>Residual Balance</u> if above expenditure is approved	<u>10,192.28</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 11 by the RFO on 7 January 2020 and was issued to Councillors for the Council's review, and was approved at the PC meeting on 15 January 2020.
4. **Internal Audit & Report.** David Camps completed his Internal Audit of the Council's financial and business operations on 27 February 2020. This audit was based on the Council's approved 2019/20 Internal Audit Plan. The report of 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 11 March 2020.
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 11 March 2020 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 £2,700 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 KC, any 2 of which must sign to authorise all payments. The RFO is authorised to access details of all bank transactions electronically. The current mandate will need to be amended to reflect the change of RFO from MW to CS w.e.f. 1 April 2020.
8. **Insurance Cover:** The external audit guidelines recommend that the adequacy of the Council's cover is reviewed annually. Current levels (to 31 May 2020) provided by Zurich are - Public liability: £12M, Employers liability £10M, Libel & slander £250k, Fidelity £250k, Assets £42.6k, 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 Zurich (Select), and cover is currently: Buildings £384k, & Contents £44k. 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 2019/20 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 22 May 2020, and he will endeavour to work with the new RFO to have all accounts and documentation completed for approval by the Council at its 6 May 2020 meeting.