

Financial Summary Report for Sandon Parish Council Meeting

To be held on 8th July 2020

1. The Annual Governance & Accountability Return (AGAR) for the year ended 31 March '20, including the Certificate of Exemption (from external audit) was completed and sent to the auditors PKF Littlejohn together with Audit Notes covering the year end Bank Reconciliation and year on year Variance Analysis ahead of the CV-19 extended deadline of 31 July '20; A confirmation of receipt has been received from the auditors and the requisite documents posted on the Sandon Parish Council website

2. Exercise of Public Rights: In compliance with the Accounts and Audit Regulations 2015 the notices advertising the period for the exercise of public rights were posted on the Sandon Parish Council website and village notice boards; to date no requests for inspection of the financial records have been received from members of the public (the inspection period ends 24 July 2020).

3. Staff: P60 End of Year Certificates for pay and deductions for year to 5 April '20 have been issued and the first half year salary payments for 2020/21 are due this month. The PC is registered with NEST for employee pensions, no employee re-enrolments are due at this 3rd anniversary of registration, but the PC must make its re-declaration of conformance to the Pensions Regulator by 30 September '20.

4. Bank Mandate: A set of forms to enable RFO Caroline Scott to be registered as an additional administrator needs to be complete, then countersigned by The Chair and Deputy at the meeting prior to posting to Santander.

5. Budget for year ending 31 March '21 (excluding VAT)
(£8,750 Precept + £3000 Reserves) **11,750.00**

6. Financial Highlights for the current year to date (30 June '20):

➤ <u>Total receipts:</u>		<u>4,782.34</u>
▪ (½ precept payment)	4,375.00	
▪ HMRC VAT refund	407.34	
➤ <u>Total payments:</u>		<u>733.37</u>
▪ RoSPA Playsafety Ltd	86.40	
▪ Marvall Services Ltd	182.94	
▪ Zurich Insurance – Annual premium	510.43	
▪ HAPTC – Annual subscription	288.94	
▪ D.Locke – Fuel for mowing (May 2020)		40.00
➤ <u>Avail. Balance (£16,107.47 Bank less 0 uncleared cheques.)</u>		<u>16,107.47</u>

7. July '20 Spend Approvals / cheque release authorisations requested:

▪ Officer Salaries incl. PAYE (April-Sept'20)	1,800.00
▪ D Locke – Fuel for mowing (July 2020)	40.00
▪ Clerk expense – Zoom (½ share with Therfield PC)	72.00

➤ **Total new (July '20) expenditure to be approved by PC** **1,912.00**

Projected Balance following above July '20 expenditure: **14,195.47**

Prepared by: Caroline Scott– RFO Sandon Parish Council – 29 June 2020