

Financial Report for Sandon Parish Council Meeting
12th May 2021

1. Accounts for the year ended 31 March 2021: The finalised Management accounts for the year ended 31 March 2021 and the year-end Asset Valuation Report require the approval of the Council at tonight's meeting with signatures (to be added later) confirming this.
2. The Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2021 including the completed Certificate of Exemption must be completed and received by the auditors PKF Littlejohn by end June 2021. To enable this, Section 1 (Annual Governance Statement) needs to be completed by the Council tonight with the signature of the Chairman and the Clerk; Section 2 (Accounting Statement) has been completed and signed by the RFO and requires approval of the Council and the signature of the Chairman, Page 4 - the Annual Internal Audit Report has been completed and signed by the Internal Auditor. The meeting minutes must record all these approvals.
3. 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.
4. Exercise of Public Rights: 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 (subject to Coronavirus safeguarding restrictions) between 15 June and 24 July 2021) 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.
5. Staff: P60 2020-21 earnings and deductions certificates will be issued to employees this month.
6. Assets: At 31 March 2021 year end gross year end asset value for audit purposes was £28,479. There was an advisory from the internal auditor that the assets should not be inclusive of the installation costs, however this is not compulsory and I have discussed with M.Wicksteed and concluded we will keep the installation cost in with the asset value.
7. Grass cutting: Dave Lock has continuing mowing Church Green with the PC Mountfield ride on mower and he will pass petrol receipts to the Clerk for reimbursement; volunteer Robert Wornham continues to mow Roe Green. Letters of acknowledgement need to be sent to them both by the Clerk to ensure they are covered for public liability under the PC's insurance policy.

8. <u>Budget for year ending 31 March 2022</u>	£
➤ Total Budgeted Payments (excluding VAT)	<u>13,056.00</u>
• <i>Operating Expenses (including staff costs)</i>	6,206
• <i>Section 137 grants to Village clubs & bodies</i>	1,500
• <i>Village projects</i>	1,500
• <i>Replacement & maintenance of Assets</i>	3,850

9. Financial Highlights for the current year to date (30 April 2021):

- Total receipts: ½ precept payment 4,375
- Memo: VAT reclaim for £113.58 in process
- Year to date payments: (Clerk's expenses) 18.78
- Available balance (Bank a/c less uncleared chq & committed funds) 15,860.07

May 2021 spend approvals / cheque release authorisations required:

• HAPTC – Annual subscription (due 1/4/21)	295.26
• Jill Jones (internal auditor fee)	50
• Helen Stubbings (Open Spaces Society – membership fee)	45
• HAPTC training (GDPR)	14
• Sandra Scott (first cut on the green)	75
• Zurich - Ins. premium (due 1/6/21)	518.31

Total new expenditure to be approved by PC **997.60**

Projected Balance following May'21 expenditure: **18,199.47**