

**Financial Report for Sandon Parish Council Meeting**  
**11th May 2022**

1. Accounts for the year ended 31 March 2022: The finalised Management accounts for the year ended 31 March 2022 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 2022 - including the completed Certificate of Exemption must be completed and received by the auditors PKF Littlejohn by end June 2022. 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 – if available - the Annual Internal Audit Report will be 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 between 13<sup>th</sup> June to 22 July 2022 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 2021-22 earnings and deductions certificates have been issued to employees via email.
6. Assets: At 31 March 2022 year end gross year end asset value for audit purposes was £28,479.
7. Grass cutting: I understand that Dave Lock has volunteered to continue 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 2023</u>	£
➤ Total Budgeted Payments (excluding VAT)	<b><u>12,263</u></b>
• <i>Operating Expenses (including staff costs)</i>	7,413
• <i>Section 137 grants to Village clubs &amp; bodies</i>	1,500
• <i>Village projects</i>	1,500
• <i>Replacement &amp; maintenance of Assets</i>	1,850

9. Financial Highlights for the current year to date (6<sup>th</sup> May 2022):

- Total receipts: ½ precept payment 4,375
- Memo: VAT reclaim for £577.55 in process
- Year to date payments: (grass cutting) 100
- Available balance (Bank a/c less uncleared chq & committed funds) **£18,081.31**

May 2022 spend approvals / cheque release authorisations required:

- HAPTC – Annual subscription 295.26
- Jill Jones (internal auditor fee) 50.00
- Zurich - Ins. premium (due 1/6/22) 570.97

Total new expenditure to be approved by PC **916.23**

Projected Balance following May'22 expenditure: **£17,165.08**

*Prepared by: Caroline Scott – RFO Sandon Parish Council – 06/05/2022*

*Relevant files:*

*2022 03 Sandon PC Asset valuation*

*EOY 2022 04 SPC Budget & Management Accounts 2021-22*

*2022 05 SPC Budget & Management Accounts 2022-23*

*2021-22 SPC VAT*

*21-Explanation-of-variances-proforma*

*20-Bank-reconciliation-proforma Sandon Parish Council 2022*

*15-Making-provision-for-the-exercise-of-public-rights-2020-21-exempt-authorities*

*2022-23 Sandon PC Budget AGREED*

*internal audit review 2022*